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ABSTRACT

The various profiles and descriptions prepared as part of a nationwide study of library and information center statistics and data practices are compiled in this report. Part I of the study contains agency profiles. These were prepared from responses to a questionnaire survey of over 3,500 State and Federal agencies, or units thereof, and almost 200 selected nongovernment organizations, such as library associations, library schools, and accrediting bodies. Of the 244 respondent agencies and organizations that indicated they collected library and information center statistics and data, 200 submitted enough information to prepare a profile summarizing their practices, reasons, difficulties, and plans. These profiles are given exactly as reported. Part II contains the individual site descriptions of practices in 65 libraries, library systems and information centers. The descriptions are based on notes recorded by the interviewers and from the various materials requested. Both parts of this study give an overview of the present condition of library and information center statistics and data practices in this country. (Volume I of this study will be made available as soon as it is ready.) (Author/NH)

Final Report

Contract No. OEC-0-70-4890

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NATIONAL INVENTORY OF LIBRARY STATISTICS PRACTICES

VOLUME II

AGENCY PROFILES AND INDIVIDUAL SITE DESCRIPTIONS

December 1972

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Education

National Center for Educational Statistics
(Library Surveys Branch)

LI 003 978

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Final Report

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National Inventory of Library Statistics Practices

Volume II

Agency Profiles and Individual Site Descriptions

Saul Herner
Matthew J. Vellucci

Herner and Company

Washington, D.C.

December 1972

The research reported herein was performed pursuant to a contract with the Office of Education, U.S. Department of Health, Education, and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Education

National Center for Educational Statistics
(Library Surveys Branch)

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PREFACE

This is a compilation of the various profiles and descriptions prepared as part of a nationwide study of library and information center statistics and data practices. The study was conducted under the overall title: Study of Library and Information Center Statistics and Data Practices at the National, State, and Local Levels. These profiles and descriptions are narrative accounts of information gathered during the course of the two phases of this study.

The agency profiles were prepared from materials submitted in response to a mail questionnaire titled: Study of Library and Information Center Statistics and Data Practices at the State and National Levels. The questionnaire was addressed to more than 3,500 State and Federal agencies, or units thereof, and to almost 200 selected nongovernment organizations, such as library associations, library schools, and accrediting bodies. The materials submitted included the questionnaire survey itself and various other items requested as part of the survey -- forms, tally sheets, reports, and other statistical compilations. Of the 244 respondent agencies and organizations that indicated they collected library and information center statistics and data, 200 submitted information and materials adequate enough to prepare a profile summarizing their practices, reasons, difficulties, and plans.

No attempt has been made in compiling these profiles to either verify accuracy, reconcile inconsistencies, or obtain completeness. The extremely large volume of materials that had to be reviewed and analyzed precluded any such thoroughness. What is reported herein is exactly what, and only what, was reported to us.

The individual site descriptions that comprise the second part of this volume are, on the other hand, faithful and accurate accounts of practices in 65 libraries, library systems, and information centers. Because this phase of the study was an interview situation, and because the number of sites was limited, these reports are quite complete and accurate. Indeed, some of them may be too detailed. The descriptions were prepared from notes recorded by the individual interviewers and from the various materials -- again, forms, tally sheets, reports, etc. -- requested during the course of and as part of the interview.

In one instance it will be noted that a site remains unidentified. This is in response to the request of that facility's librarian.

Both the profiles and the descriptions in this volume provide an interesting -- if not, at times, dismaying -- overview and picture of the present condition of library and information center statistics and data practices in this country.

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SIDWELL FRIENDS SCHOOL, Washington DC

SUPREME COURT OF THE UNITED STATES, Washington DC

TIME INC., New York NY

UNION THEOLOGICAL SEMINARY, New York NY

U.S. ATOMIC ENERGY COMMISSION, Germantown MD

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, Washington DC

U.S. DEPARTMENT OF THE ARMY, Washington DC

U.S. DEPARTMENT OF THE ARMY, Fort Belvoir VA

U.S. ENVIRONMENTAL PROTECTION AGENCY, Research Triangle Park NC

U.S. OFFICE OF MANAGEMENT AND BUDGET, Washington DC

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UNIVERSITY OF PITTSBURGH, KNOWLEDGE AVAILABILITY SYSTEMS CENTER, Pittsburgh PA

WASHINGTON STATE LIBRARY, Olympia WA

WASHINGTON STATE SUPERINTENDENT OF PUBLIC INSTRUCTION, Olympia WA

WESTCHESTER LIBRARY SYSTEM, White Plains NY

PART I

AGENCY PROFILES

Agency Profile ALABAMA 0121

DEPARTMENT OF EDUCATION
501 Dexter Avenue
Montgomery AL 36104

Responsibilities/ Functions	The Department has regulatory, licensing, accrediting, and certification responsibilities for public and private elementary and secondary schools and some state institutions. It monitors the schools receiving ESEA Title II funds for library materials.
Reasons for Collection	1) "Assessment of need." 2) "Evaluation." Also, as mentioned above, the nature of the ESEA Title II program "requires the monitoring of schools receiving these funds for compliance with certain regulations."
Collection Mechanisms/ Data Sources	Data are collected via a reporting form entitled Survey of Library/Media Resources and Facilities, which is sent annually to all elementary and secondary school libraries, system level material centers, libraries of state correctional institutions, and the libraries in state schools for the deaf and blind, and the mentally retarded. There is a total of 1600 possible respondents; 1579 submitted reports the last time they were contacted.
Accounting Codes	No accounting code system that identifies costs pertaining to libraries is used.
Information Collected	Data are requested on library staffing and staff professional qualifications, physical facilities available, the collection, finances, and actual use of the library.
Personnel/ Costs	The full-time equivalent staff engaged in collecting and processing library statistics is 12 (2 persons for 30 days=480 hours); the estimated expenditure for Fiscal Year 1971 was $1500.
Equipment Used	No data processing or computer equipment is used to process, tabulate, or analyze the statistics collected.
Difficulties Encountered	In collecting data, "misunderstanding of terminology" is a problem. In processing and using data, "the need to have data computerized limits use and comparison."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The statistics collected are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Alaska State-Operated School District
650 International Airport Road
Anchorage AK 99502

Responsibilities/ Functions	This Division provides "central administrative and supportive services for 147 Alaskan schools not operated by an organized borough or city"--i.e., rural schools, regional schools, and schools operated on military bases.
Reasons for Collection	1) "For federal program monies allocated to the state with evaluations required." 2) "For upgrading current holdings and dissemination of materials and programs." 3) "For budgetary purposes."
Collection Mechanisms/ Data Sources	Data are collected directly from the libraries in public and private elementary, junior high, vocational, and senior high schools. Data on one program of the District, PERCY (Pupil Enrichment Resources Center for Youth), which carries out ESEA Title I and II functions, are collected via a Teacher Survey Form. No other data collecting forms were described or submitted.
Accounting Codes	The accounting code system used by this agency identifies cost pertaining to libraries and is not used by any other agency.
Information Collected	Data collected deal with staff, use of audiovisual materials, and expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in collecting library data is 12. The estimated expenditure for Fiscal Year 1971 was $11,100.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Physical problems occur in the "acquisition of needed data from the field because of [the] vast geographic area served and [the] poor surface (postal) transportation of materials to [the] central location." Also, "problems as to format [of the survey or report forms] have created inaccuracies because of [the] vast area and people served." It is difficult to use or apply the data collected, due to "the vast differences because of geographic and cultural differences."
End-Products	Information on the District's activities is contained in the Annual Report issued by the Department of Education in two sections, narrative and statistical. The latter section includes data on professional staff, with a separate category for "librarians."
Reporting/ Distribution Channels	The data collected are reported to the State Department of Education and to various Federal programs, e.g., the data on PERCY are reported as part of the requirements of ESEA.
Future Plans	None.

DEPARTMENT OF EDUCATION
Federal Programs Office
Pouch F
Juneau AK 99801

Responsibilities/ Functions	The Federal Programs Office is responsible for "administering Title II ESEA funds to local education agencies. Approving project applications, monitoring projects, and approving reimbursements of district expenditures."
Reasons for Collection	"To assist in determining the library resources need" of school districts in order to prepare the need formula for allocating Title II ESEA funds. Also, "the statistics are somewhat helpful in completing annual reports for the U.S. Office of Education."
Collection Mechanisms/ Data Sources	Data are collected from public elementary, junior high, and senior high schools. Data are reported by the local education agencies which apply for Title II funds and the information is taken from the following forms: Consolidated Application for Grant Under Title II of the Elementary and Secondary Education Act and/or Title III of the National Defense Education Act; Report of Expenditures Under Title II ESEA and/or Title III NDEA (annual); and a report of resources available which is requested every third year by the Federal Programs Office.
Accounting Codes	The accounting code system, which identifies costs pertaining to libraries, is also used by various divisions within the Department of Education.
Information Collected	Statistics are collected on expenditures for printed library materials, audiovisual materials, and cataloging, processing, and delivery services. Statistics on the resources available are categorized by printed and audiovisual materials.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.4 and the estimated expenditure for Fiscal Year 1971 was $7500.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"At times there is incomplete or inaccurate reporting."
End-Products	None were submitted, other than a copy of one of the annual Title II ESEA reports (OE Form 4490).
Reporting/ Distribution Channels	As mentioned, data are reported, via OE Form 4490, to the U.S. Office of Education.
Future Plans	None.

DEPARTMENT OF EDUCATION
Division of State Libraries
Pouch G - State Capitol
Juneau AK 99801

Responsibilities/ Functions	The Division's functions are "coordinating library activities throughout the state; providing consultive and general library service to public and school libraries, to individuals without local libraries, and to government; maintaining depository of State and Federal publications; distributing State publication to depository libraries; acquiring Alaska historical materials and non-public archives and manuscripts; administering public and private funds available for public library services and construction." The Division has certification responsibility for reimbursable expenditures of public library associations.
Reasons for Collection	1) "General information and communication." 2) "To satisfy statutory requirements related to non-profit corporation libraries." 3) "To distribute information as requested."
Collection Mechanisms/ Data Sources	Data are collected directly from 34 public library association and municipal libraries and from 15 unincorporated public libraries by two different annual library report forms. Data are also collected on the libraries in higher education institutions, in elementary and secondary schools (except vocational and technical high schools) and in institutions. No survey or report forms were submitted for these categories other than an annual School Library Registration Form for ESEA Title II.
Accounting Codes	The accounting code system used to identify library costs is provided by state accounting procedures but is specific to this division.
Information Collected	Public library statistics are compiled on current holdings, staff, operating schedules, population served, circulation, income and expenditures, and special events.
Personnel/ Costs	The full-time equivalent staff engaged in collecting library data is given as .16. The Fiscal Year 1971 expenditure is reported as $360.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The Division reported "lack of contact with small rural collections that serve as libraries." Regarding types of statistics received, there are "financial variations--no figures for actual support versus non-specific support such as heat, light, etc."
End-Products	Financial, current holdings, and circulation data are published in an Annual Report of the Public Libraries of Alaska.

Reporting/ Distribution Channels	Data are officially reported to the Governor, state legislature, and U.S. Office of Education.
Future Plans	"Inclusion of more libraries in collection and inclusion of salary data."

UNIVERSITY OF ALASKA
College AK 99701

Responsibilities/ Functions	The University of Alaska "is a state university with usual responsibilities and functions of providing undergraduate and graduate instruction, performing research and sponsored programs and providing public service activities The University has responsibility "for all higher education except vocational throughout Alaska."
Reasons for Collection	1) "To determine the scope and distribution of the holding of libraries in the University of Alaska system." 2) "To obtain fiscal information of libraries in the system." 3) "To determine the future needs in the state system of higher education."
Collection Mechanisms/ Data Sources	Data are collected directly from the 14 libraries which are a part of the University of Alaska system, including libraries of 4-year and 2-year institutions.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries is used exclusively by the University.
Information Collected	Data are collected on holdings, salaries and wages, staff, and expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in library data collection activities is "variable" and costs are "unknown."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	A typed one-page Statistical Report of University of Alaska Libraries is prepared annually. The report gives statistics on collections, audiovisual materials, hours of service, staff, salaries, expenditures, and federal grants.
Reporting/ Distribution Channels	Data collected are officially reported to USOE and to the State Departments of Education and of Health and Welfare. The Statistical Report is for limited distribution to the Board of Regents of the University.
Future Plans	None.

Agency Profile ARIZONA 0441

DEPARTMENT OF LIBRARY AND ARCHIVES
State Capitol
Phoenix AZ 85007

Responsibilities/ Functions	This Department has responsibility for "all State Library functions." It is also the state library extension agency.
Reasons for Collection	1) "Qualifying for grants." 2) "Show improvement." 3) "Indicate needs."
Collection Mechanisms/ Data Sources	Data are collected directly from public libraries and from libraries in correctional institutions, general hospitals, special hospitals, and mental hospitals.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all state agencies.
Information Collected	Data on collections, circulation, expenditures, bookmobiles, and reader services are collected.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None reported.
End-Products	A *Report of the Department of Library and Archives* is published annually and gives statistics on collection, personnel, income, expenditures, and services.
Reporting/ Distribution Channels	Data collected are not officially submitted to any other agency. The *Report* cited above is submitted to the State Legislature.
Future Plans	None.

DEPARTMENT OF EDUCATION

Capitol Building
Phoenix AZ 85007

Responsibilities/ Functions	The Department "functions similarly to State Departments in the other states." It has some regulatory responsibilities for local school districts and issues teaching and administrative certificates. The Department is also responsible for vocational education and rehabilitation.
Reasons for Collection	"Required by state law."
Collection Mechanisms/ Data Sources	Data are collected regularly on public elementary and secondary school libraries. All 295 school districts are required to submit an annual budget report on Form D-2.
Accounting Codes	The accounting code system used identifies library costs and is used by all 295 school districts.
Information Collected	The data pertaining to libraries are intentionally restricted to salaries of librarians and expenditures for books unless the district is applying for Title II ESEA funds.
Personnel/ Costs	"Unable to estimate."
Equipment Used	Data processing and computer equipment are used in handling library data, and data are stored on punched cards and magnetic tape.
Difficulties Encountered	"We just don't collect enough."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the Governor and State Legislature.
Future Plans	None.

DEPARTMENT OF HIGHER EDUCATION
410 National Old Line Building
Little Rock AR 72201

Responsibilities/ Functions	This Department has the authority to coordinate the expansion or addition of new programs at state-supported institutions of higher learning, to review and inventory existing programs and functions, to determine the need for new institutions, and to review, evaluate, and coordinate budget requests. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"For determining necessary state appropriation recommendations."
Collection Mechanisms/ Data Sources	Data pertaining to libraries are collected regularly from state-supported 4-year and 2-year colleges and universities via the HEGIS forms submitted to USOE by the institutions. There is also some limited reporting from private institutions.
Accounting Codes	The accounting code system identifies costs pertaining to libraries and is one used by state-supported colleges and universities in budgeting, financial reporting, and preparation of appropriation requests.
Information Collected	The data collected on the HEGIS forms cover the libraries' collections, staffing, expenditures, and budgets.
Personnel/ Costs	The Department was unable to identify staff and costs for library statistics activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of data collected, there is a lack of information on "assessment of holdings and quality of holdings." Application of data is made difficult by the lack of "comparability between institutions of different types and scopes."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the Governor and the General Assembly.
Future Plans	None.

DEPARTMENT OF LABOR
Capitol Hill Building
Little Rock AR 72201

Responsibilities/ Functions	The Department enforces and administers state laws concerning employment, wages, and occupational safety. It has regulatory responsibilities for all employers of more than one employee, and all those covered by the State Minimum Wage Law.
Reasons for Collection	1) "Data on occupational injuries and illnesses." 2) "For enforcement of the Occupational Safety & Health Act of 1970."
Collection Mechanisms/ Data Sources	Data pertaining to libraries are received from public and private colleges and universities, public and private schools, state institutions, public libraries, special libraries, library schools, and all other types of library-related organizations with one or more employee.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	The data collected are limited to information on work-related injuries and illnesses.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 2.5, and estimated expenditure for Fiscal Year 1972 is $25,000.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape.
Difficulties Encountered	"Unknown at this time."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially submitted to the Occupational Safety and Health Administration, the Bureau of Labor Statistics, and the National Institute of Occupational Safety and Health.
Future Plans	No information was provided.

LIBRARY COMMISSION
506 1/2 Center Street
Little Rock AR 72201

Responsibilities/ Functions	The Commission has regulatory responsibilities for public city, county, and regional libraries in the state. It is the state agency responsible for the development of public library service and the coordination of all types of this service.
Reasons for Collection	1) "To provide the State Agency with information as to conditions of libraries." 2) "To inform the Governor and legislature of [the] library program." 3) "To qualify for federal aid."
Collection Mechanisms/ Data Sources	Data are collected from all public libraries and from libraries in state correctional institutions, general hospitals, and mental hospitals. Data are collected directly from 51 possible responding public libraries as required by statute via the following forms: 1) Report of State Aid (quarterly and annual); 2) Report of Finances (quarterly and annual); 3) Report of Book Stock and Circulation (quarterly and annual); and 4) Annual Budget.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	Statistics relate to finances, collections of books and special materials, circulation, and library activities.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1. The expenditure for Fiscal Year 1969 was $6,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Commission issues a Biennial Report, including a narrative evaluation of its own activities; state and federal financial data; tables of extension service provided to local public libraries and state institutional libraries; circulation to counties, schools, public libraries, and individuals; collection, circulation, and finances of county, city, and regional libraries; and a directory of college and university and special libraries.
Reporting/ Distribution Channels	The information collected is officially submitted to the Governor, State Legislature, members of the Arkansas Library Association, members of the Arkansas Library Commission, and the reporting libraries.
Future Plans	None.

DEPARTMENT OF EDUCATION
Bureau of Audio-Visual and School Library Education
721 Capitol Mall
Sacramento CA 95814

Responsibilities/ Functions	This Bureau has ESEA Title II program responsibilities, and leadership responsibilities for audiovisual and school library programs, including media centers, and instructional television. It provides coordination and consultant services on all matters relating to the above in local education agencies for kindergarten through 12th grade. The Bureau has regulatory responsibilities over local education agencies, and private schools if participating in ESEA Title II programs.
Reasons for Collection	1) "ESEA, Title II administration and program." 2) "Office reference." 3) "Supporting data for budget justification and legislation."
Collection Mechanisms/ Data Sources	Library data are collected regularly from private and public schools at all levels, and from county superintendents of education and public libraries providing contract school library and audiovisual services. Data are collected directly via the County Audio-Visual Services Annual Report, a voluntarily submitted form which is requested of the 50 libraries offering such services. Information is received indirectly from the applications processed by this office for ESEA Title I and II funds. Data are also received indirectly via the activities of the Department's Bureau of Administrative Research and District Organization, and Bureau of School Apportionments and Reports.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is taken from the California School Accounting Manual, which is used by all local education agencies for budgeting and accounting. This manual is now being revised.
Information Collected	Data are "limited to the types needed for ESEA, Title II administration and programs as designated in the California State Plan." The information in the County Audio-Visual Services Annual Report covers staffing, expenditures, and equipment.
Personnel/ Costs	The full-time equivalent staff engaged in collecting library statistics and data is 0.020. No information is available on expenditures.
Equipment Used	No data processing or computer equipment is used.

Difficulties Encountered	1) "Local education agencies and private schools that do not apply for ESEA, Title II benefits" are not represented. 2) "Definitions ignored or misinterpreted." 3) "Personnel (i.e., non-professional reported instead of credentialed)." 4) "Financial data (accounting manual does not require sufficiently detailed breakdown)." 5) "Statistics and data obtained from ESEA, Title II applications are not compiled and published by State Department of Education." In processing data, there is a "lack of staff time available...."
End-Products	The Bureau issues a Digest of Data Relating to County Audio-Visual Services and a report on the overall administration of the Title II program. These items include data on finances, collection, staffing, and programs.
Reporting/ Distribution Channels	Data collected are officially reported to USOE. The reports cited above are available to County Superintendents of Schools in California and to selected Department of Education units.
Future Plans	"Information not available."

DEPARTMENT OF EDUCATION
Bureau of Administrative Research
and District Organization
721 Capitol Mall
Sacramento CA 95814

Responsibilities/ Functions	The Bureau is responsible for conducting annual enumerations of pupils, staff, schools, districts, and financial aspects of school district operations and for encouraging and facilitating the school district reorganization into more efficient unified districts. It does not have any regulatory, licensing, accrediting or certification responsibilities.
Reasons for Collection	The information is collected as an "incidental portion" of personnel and expenditure reporting.
Collection Mechanisms/ Data Sources	Data are collected concerning public elementary, junior high, vocational, and senior high school libraries via reports submitted by all 1,070 school districts: *County and School District Report on Salaries of Certificated Employees* and *Annual Financial and Budget Report*.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is taken from the California School Accounting Manual.
Information Collected	Information collected is limited to the number of certificated librarians and their salaries and to the amount of expenditures for books and facilities.
Personnel/ Costs	Information on staff and expenditures for library statistics activities is "not identifiable."
Equipment Used	Data processing and computer equipment are used and the data are stored on tape.
Difficulties Encountered	With regard to the use of statistics, "data are extremely limited."
End-Products	Data are "incorporated in general annual reports," such as *Salaries of Certificated Employees in California Public Schools*, which shows the distribution of libraries according to yearly salary.
Reporting/ Distribution Channels	No information was provided.
Future Plans	None.

STATE LIBRARY
Law Library
Library and Courts Building
Sacramento CA 95809

Responsibilities/ Functions	The function of this Library is to "provide law library services to local state government and to all libraries throughout the state." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To enable county law libraries to know of each other's activities." 2) "To enable State Law Library to know of county law library activities." 3) "To remind the county law libraries of the State Law Library services available."
Collection Mechanisms/ Data Sources	Data are collected from the 58 county law libraries, which are statutory in California. Each is annually requested to answer a Statistical Questionnaire. This is a voluntary effort. The last time the form was distributed, 53 libraries responded.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	Data collected concern staffing, salaries, income, and collection statistics. The reporting form is intentionally limited to one page.
Personnel/ Costs	Full-time equivalent staff engaged in library statistics activities is 0.25. No information on expenditures was provided.
Equipment Used	No response was given.
Difficulties Encountered	"Reporting libraries don't know their own figures."
End-Products	The data collected are published in the annual statistical issue of News Notes of California Libraries, which is issued by the State Library.
Reporting/ Distribution Channels	The data are not officially reported to any other agency.
Future Plans	No response was given.

Agency Profile CALIFORNIA 0653

DEPARTMENT OF MENTAL HYGIENE

744 P Street
Sacramento CA 95814

Responsibilities/ Functions	The functions of this Department include providing diagnosis, care, treatment, and rehabilitation of mentally ill and retarded persons; promoting local community mental health services; conducting research on the causes, treatment, and prevention of mental illness and retardation; educating the general public as to the nature and causes; and conducting training in the mental health specialities. The Department has regulatory and licensing responsibilities for private institutions.
Reasons for Collection	1) "Cost information." 2) "Budgetary information." 3) "Biostatistical information."
Collection Mechanisms/ Data Sources	Data are collected directly from patient and professional staff libraries in public and private mental hospitals.
Accounting Codes	No accounting code system is used which identifies library costs.
Information Collected	"Forms covering the gathering of costs and biostatistical data are in the process of being developed."
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	With regard to the types of libraries surveyed, there are "difficulties in forcing or convincing county and private providers of services to provide complete and timely information." Data are often incomplete.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	"Management reports will be returned to the counties for their use and information."
Future Plans	None.

DIVISION OF SCHOOLS

Box "M"
Balboa Heights, Canal Zone

Responsibilities/ Functions	The function of the Division is "to provide appropriate educational services for all residents of this Canal Zone and dependents of United States citizen Federal Agency personnel residing in the Republic of Panama and for others as specifically specified."
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	The Division collects library data directly from federal two-year colleges and school districts for all types of schools, except vocational and technical high schools. Information is collected "through [an] ordering procedure." No survey or reporting forms were submitted.
Accounting Codes	An accounting code system, used exclusively by this Division, identifies library costs.
Information Collected	Data are collected on expenditures for library books, periodicals, supplies, and audiovisual materials.
Personnel/ Costs	No information on full-time equivalent staff or expenditures for collection of library data was given.
Equipment Used	Data processing equipment is used with data stored on punched cards.
Difficulties Encountered	None.
End-Products	Data are published in the Division's *Annual Report*, which includes statistics on library staffing. The Division also compiles a monthly *Area/Activity Report*, which is a computer printout of expenditures.
Reporting/ Distribution Channels	Library data are not officially reported to other agencies or units. The *Area/Activity Report* is available for limited distribution to "budget and administrative personnel."
Future Plans	None.

COLORADO JUDICIAL ADMINISTRATION
State Capitol
Denver CO 80202

Responsibilities/ Functions	"The State Judicial Department is responsible, subject to the approval of the Chief Justice of the Colorado Supreme Court, for administration and supervision of the state court, probation and public defender system including budgeting, funding, and personnel rules." The Department has administrative responsibilities for all state juvenile detention facilities as well.
Reasons for Collection	1) "Budgeting." 2) "Funding." 3) "Planning."
Collection Mechanisms/ Data Sources	Data are collected monthly from the 27 members of the state judiciary system for their law libraries via a Responsibility Report and accounts payable vouchers.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries. "All state libraries and all state agencies with libraries" use the code.
Information Collected	The data are "intentionally limited to fiscal information."
Personnel/ Costs	"So infinitesimal that [they] cannot be calculated."
Equipment Used	Data processing and computer equipment is used and data are stored on magnetic tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the Joint Budget Committee of the Colorado Legislature.
Future Plans	None.

STATE AUDITOR
State Capitol
Denver CO 80203

Responsibilities/ Functions	The State Auditor's office is "responsible for auditing all state departments, institutions and agencies [and] for reviewing audit reports (prepared by independent licensed accountants) of all local government units."
Reasons for Collection	"To gather state-wide financial information."
Collection Mechanisms/ Data Sources	Data are collected via their inclusion in the required audit reports submitted to the office. Data are reported for libraries in public higher education institutions, schools of all types, state institutions, and for public libraries, the State Library, state and local government agency libraries, and state schools of library or information science. No reporting or survey forms were submitted.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used at present by all counties, cities, and towns. Copies of the Uniform Classification of Accounts for counties and for cities and towns were submitted.
Information Collected	No specific information was provided.
Personnel/ Costs	"Data not available."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Uniformity in reporting financial information."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the school districts of the Colorado Department of Education.
Future Plans	None.

DEPARTMENT OF EDUCATION
State Library
1362 Lincoln Street
Denver CO 80203

Responsibilities/ Functions

The State Library has the responsibility to "control books and materials in the State Library; furnish library and information services to state officials; furnish library service to state-supported penal, correctional, [and] medical institutions; receive and administer all state and federal funds for library development; [and] furnish consultant services to libraries."

Reasons for Collection

1) "To determine eligibility for state support funds for public libraries." 2) "To meet reporting requirements under LSCA and ESEA." 3) "Data bank for computer-based *Directory of Colorado Libraries* and mailing labels and *Directory of Trustees*."

Collection Mechanisms/ Data Sources

Data are collected regularly from libraries of public schools of all types except vocational high schools; from local public libraries; and from state institution libraries. The data from the 1200 elementary and secondary schools are collected annually in a School Report, CDE Form 4. Data from the 102 public libraries are reported on Colorado Public Libraries Fiscal Report, CDE 35. A Colorado Library Questionnaire for Institutions is used to collect information from the 27 state institutions. Also, "separate information is obtained for use in the computer-based directories" of libraries and trustees which the Library issues.

Accounting Codes

The accounting code system used identifies costs pertaining to libraries and is a system used by all state governmental agencies.

Information Collected

"In the case of public libraries only information pertinent to state grant eligibility (budget, hours open, legal basis, system membership) are surveyed." Data collected on school and institutional libraries include size of collection, audiovisual materials, and expenditures. "No information is collected on academic or special libraries although they are tied to other types of libraries through interlibrary loan system." Directory-type information (names, addresses, telephone numbers) are collected for academic, public, school, and special libraries, and for other library-related organizations and activities.

Personnel/ Costs

The full-time equivalent staff engaged in the collection of data pertaining to libraries is 0.75 and the estimated expenditure for Fiscal Year 1972 is $10,000.

Equipment Used	Data processing and computer equipment is used. Data are stored primarily on tape; some are on cards, and there is some disc capability.
Difficulties Encountered	With regard to the collection of data, there is no information collected on academic or special libraries "although they are tied to other types of libraries through interlibrary loan system." Also, "there is no indication of the strengths or weaknesses of the collection or services of the libraries." Finally, "data collected [are] insufficient to use in developing a sound program for statewide library development."
End-Products	The Library publishes a *Directory of Colorado Libraries* and a *Directory of Trustees of Colorado Public Libraries and Colorado Public Library Systems*.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency. The two published directories are available on request.
Future Plans	None.

DEPARTMENT OF EDUCATION
Bureau of Educational Management and Finance
P.O. Box 2219
Hartford CT 06115

Responsibilities/ Functions	The Department's functions include "educational finance, research, enumeration, statistics, school business administration, grants, data forms development, federally affected areas, [and] systems analysis." The Department has regulatory responsibility for grants to public school systems.
Reasons for Collection	"For grant purposes only."
Collection Mechanisms/ Data Sources	Information is collected from the local school systems for public elementary, junior high, and senior high school libraries. Library data are included in the End of Year School Report, ED 001, required annually of all public school systems. Additional information is available from the Grant Application, State Aid for Library Books, ED 013, issued by the Bureau of Elementary and Secondary Education.
Accounting Codes	The accounting code system used, which identifies library costs, is that specified in Handbook II, Health, Education, and Welfare, used by state and local school systems.
Information Collected	Information furnished is the amount paid by each school in the district for library books, the amount of state aid received, and the current expenses for school libraries and audiovisual materials.
Personnel/ Costs	Information on full-time equivalent personnel is not available; information on expenditures "does not apply."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are not reported officially to any other agency.
Future Plans	None.

Agency Profile CONNECTICUT 0931

COMMISSION FOR HIGHER EDUCATION
340 Capitol Avenue
Hartford CT 06101

Responsibilities/ Functions	The Commission's functions are to: "1) Plan and coordinate higher education throughout the state; 2) Conduct research and studies concerning higher education; 3) Make assessment and recommendations on budgetary requests; 4) License and accredit programs and institutions of higher learning; and (5) Prepare and publish annual reports on condition of higher education in the state." It has regulatory responsibility for the University of Connecticut, Connecticut state colleges, regional community colleges, and state technical colleges. It has licensing and accrediting responsibilities, with respect to institutions and degree programs, for all public and independent degree-granting colleges and universities in the state.
Reasons for Collection	1)"Budget review." 2) "Cooperation with Office of Education in Washington." 3) "Reports."
Collection Mechanisms/ Data Sources	Data are collected regularly from libraries in public and private institutions of higher education via the collection of HEGIS data. In addition, a Unit Summary sheet is required annually from all 20 publicly supported colleges.
Accounting Codes	The accounting code system used is "line items on state budget form," which is used by other state agencies and which identifies library costs.
Information Collected	The Unit Summary, essentially a budget request form, provides for "libraries" expenditures (both actual and estimated) and "category" requests, broken down by "personal services" and "other expenses." Data on holdings, acquisition, and circulation are collected as needed for special studies.
Personnel/ Costs	Full-time equivalent staff engaged in library statistics activities is estimated to be 0.2. Estimated expenditures for Fiscal Year 1971 were $3,000.
Equipment Used	Data processing and computer equipment are used and data are stored on both punched cards and magnetic tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the USOE and to the Governor and state legislature.
Future Plans	None reported.

Agency Profile CONNECTICUT 0938

STATE LIBRARY
231 Capitol Avenue
Hartford CT 06115

Responsibilities/ Functions	The State Library "is the principal library of the state government. It provides service to the General Assembly, the various state executive departments, the Judicial Department, and to individuals and libraries throughout the state. It promotes library development in the state, works to improve library standards, recommends legislation concerning libraries, and tries to foster a climate of acceptance and understanding of libraries and the value of library service." The Library has certification responsibilities for the head librarians of public libraries.
Reasons for Collection	1) "Compliance with state statutes." 2) "For distribution of state funds." 3) "For comparative use."
Collection Mechanisms/ Data Sources	Data are collected annually from the 205 local public libraries (198 responded to the last request) via a Public Library Statistical Report form.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data are requested on hours of operation, agencies (including branch libraries, etc.), registered patrons, book stock, circulation, interlibrary loan service, personnel, and finances.
Personnel/ Costs	The full-time equivalent staff engaged in the collection of data pertaining to libraries is 0.5; the estimated expenditure for Fiscal Year 1972 is $7500.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	A difficulty in applying the data collected is that "libraries have no uniform fiscal year."
End-Products	The Library issues an *Annual Report* which includes data on its own operations, services to the handicapped, loan service, etc., and a *Statistics of Public Libraries* report which includes data on holdings, circulation, income, expenditures, and population served by the public libraries.
Reporting/ Distribution Channels	The data collected are not officially submitted to any other agency. The two reports cited above are available to the State Library Committee, the Governor, the public libraries, and state libraries.
Future Plans	None.

Agency Profile CONNECTICUT 0955

DEPARTMENT OF FINANCE AND CONTROL
Office of the Commissioner
State Capitol, Capitol Avenue
Hartford CT 06115

Responsibilities/ Functions	The Department has regulatory responsibility for financial control activities and consists, in addition to the Office of the Commissioner, of the following Divisions: Budget Division, Office of State Planning, Purchasing Division, and Central Collections Division.
Reasons for Collection	1) "Internal use." 2) "Dissemination to public and private agencies throughout the state."
Collection Mechanisms/ Data Sources	Data are collected directly from libraries and their parent organizations and indirectly via the collection activities of other state government agencies (departments of Community Affairs, Health, and Labor, and the Development Commission). The data are reported by state colleges and universities, state and local public libraries, special libraries, specialized information centers, and library extension agencies.
Accounting Codes	The accounting code system used does not identify costs pertaining to libraries or information centers.
Information Collected	The data collected are financial in nature.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 3 and the estimated expenditures for Fiscal Year 1972 are $25,000.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards and discs.
Difficulties Encountered	The "lack of compatibility" is a problem in the use of data collected. In processing data, the "lack of automated retrieval capability" presents difficulties.
End-Products	A *Digest of Connecticut Administrative Reports to the Governor* is published annually which includes some statistics on state expenditures for school libraries.
Reporting/ Distribution Channels	Data collected are officially reported to regional planning agencies and various other state agencies.
Future Plans	None.

DEPARTMENT OF FINANCE AND CONTROL
Budget Division
340 Capitol Avenue
Hartford, CT 06115

Responsibilities/ Functions	The Division is responsible for formulating the budget, conducting management studies, performing fiscal research and analysis, and providing staff services to some state commissions. It has regulatory responsibilities for all budgeted agencies.
Reasons for Collection	1) "Budget formulation." 2) "Budget execution." 3) "Budget control."
Collection Mechanisms/ Data Sources	Data are collected on libraries in public institutions of higher education, vocational schools, state institutions, state agencies, and state libraries, specialized information centers, and schools of library or information science. Data are collected from parent institutions.
Accounting Codes	The accounting code system used specifies costs pertaining to libraries. It is a system drawn up by the Office of the State Comptroller and is used by all state agencies.
Information Collected	The data collected are financial in nature.
Personnel/ Costs	The full-time equivalent staff engaged in collecting data pertaining to libraries and information centers is 0.50. The estimated expenditure for Fiscal Year 1971 was $6,000.
Equipment Used	Data processing equipment and computer equipment are used and data are stored on magnetic tape.
Difficulties Encountered	Problems have arisen with "standards measurement, performance measurement, planning information, priority information, personal statistics, timeliness of information."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are officially reported to the Governor's Office, the Hospital Cost Commission, the State Building Program Commission, and the Bond Commission.
Future Plans	None.

DEPARTMENT OF COMMUNITY AFFAIRS AND ECONOMIC DEVELOPMENT
Division of Libraries
P.O. Box 635
Dover DE 19901

Responsibilities/ Functions	"The responsibilities of the Division of Libraries are (1) to assist in the statewide development of effective library service; (2) to provide direct library service to all state agencies, local governmental units, public libraries, handicapped and institutionalized persons, and the public at large; and (3) in cooperation with the federal government, to provide public library service to geographical areas of Delaware which have no library service or inadequate service, as measured by national standards." The Division does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To evaluate each year's activities and compare them with previous years." 2) "To use as basis for justifying past and future expenditures." 3) "To plan programs to meet specific objectives."
Collection Mechanisms/ Data Sources	Data are collected from the 18 public libraries by means of the Annual Financial Report Form, the Anticipated Income and Expenditure Report, and the Project Application and Evaluation Form (Title I, LSCA). The 18 state-supported mental and correctional institutions also report via the Annual Financial Report Form and the Project Application and Evaluation Form, as well as via a statement of intended library expenditures. All public and private organizations requesting services from the Division's Handicapped Services Bureau report annually on a form for selecting materials and a request for LSCA Title I matching funds. The Division's own headquarters library and bookmobiles complete an annual collection and circulation report.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all state agencies.
Information Collected	Data are collected only from libraries receiving state and/or federal funds for operating expenses. The data reported include special materials ordered, estimated expenditures, personnel, applications for Title I LSCA funds, annual finances, and collection and circulation figures.
Personnel/ Costs	"Impossible to estimate."
Equipment Used	No data processing or computer equipment is used.

Difficulties Encountered	In regard to collection activities, "the difficulty lies in convincing librarians and library board members of the necessity for prompt completion of the forms." Processing is complicated by the fact that "local communities' accounting procedures are not compatible with forms required by State finance and Federal procedures."
End-Products	The Division issues an Annual Report, containing its own financial, processing and extension service data, as well as public library collection, finance, circulation, and staff data. The Report also contains a directory of public libraries
Reporting/ Distribution Channels	Data gathered are officially reported to HEW and to the Library of Congress, Division for the Blind and Physically Handicapped.
Future Plans	None.

DEPARTMENT OF PUBLIC INSTRUCTION
Townsend Building
Dover DE 19901

Responsibilities/ Functions	The Department is "an administrative and supervisory agent engaged in implementing the policies of the State Board of Education and in providing needed services to the local school districts in the state." It has regulatory responsibilities for public schools with regard to state regulations, accrediting responsibilities for state teacher education programs, and certification responsibilities for all public school teachers.
Reasons for Collection	1) "For ESEA II reports." 2) "For educational personnel in public system reports (ELSEGIS Reporting)." 3) "For annual statistical report."
Collection Mechanisms/ Data Sources	Data are collected on libraries in public and private elementary, junior high, vocational, and senior high schools, and from state agency libraries. Other institutions responsible for elementary or secondary school age children, such as penal institutions and mental institutions, also report data. Data are collected via personnel reports and ESEA Title II Annual Cumulative Inventory reports.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all public school districts.
Information Collected	The data collected are limited to annual inventory lists, expenditures for library books, ESEA Title II funds, and the numbers of public school librarians.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.2. No estimate of expenditures is available.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards and magnetic tape.
Difficulties Encountered	None.
End-Products	The Department issues an Annual Report, of which Part II is a statistical compendium, including data on ESEA Title II grants to school districts, minimum resource standards, and annual library resource budgets.
Reporting/ Distribution Channels	The data collected are officially submitted to USOE as ELSEGIS Reports and ESEA Title II Program Report.
Future Plans	None.

OFFICE OF BUDGET AND PROGRAM ANALYSIS
District Building
14th and E Streets, N.W.
Washington DC 20004

Responsibilities/ Functions	This Office assists and advises the Mayor-Commissioner, and department and agency heads in developing and implementing improved budgetary estimates, policies, practices, and procedures; administers central internal budgetary control, aids in developing reporting systems for financial, management, and program data; and assists the Mayor-Commissioner on all matters relating to concerns of the Chairmen of the several subcommittees of the Congress and the Delegate to the Congress regarding budget, revenue, and program analysis. The Office does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To justify requests for increases in level of funds appropriated and in number of positions." 2) "To develop effectiveness measures for agency operations (under development " 3) "To provide general background information on District Government operations."
Collection Mechanisms/ Data Sources	The Office collects data directly from libraries and parent institutions of which they are a part. Statistics are collected from local colleges and universities, schools of all types, institutional libraries, and public libraries. Public libraries submit the annual Program Change Proposal Justification (BEM-29) and the Control and Work Sheet, Basic Budget (BEM-30).
Accounting Codes	The accounting code system which is used to identify library costs is employed "throughout the District Government."
Information Collected	Data are compiled on finance and budget; manpower; and demand, output, and effectiveness of programs of public libraries. Regarding other libraries, "fiscal data are primarily collected during the budgetary process."
Personnel/ Costs	"Budget analyst for libraries performs these tasks as part of his overall duties; only a small amount of time is spent on these tasks." The Office stated that costs "cannot be identified, but amount is certainly insignificant."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Little or no data are available to this office on institutional libraries.... Statistics on many aspects of library operations are not regularly available but must be obtained through special, one-time requests.... Statistics are not comprehensive and they are sometimes out of date.... Almost all data processing is done manually. Analysis is hampered by gaps in data."

End-Products	Data are published as part of the annual *Financial and Statistical Report* of the District of Columbia Government, a compendium of appropriations and operational data compared on a fiscal year basis.
Reporting/ Distribution Channels	"Statistics may be used in justifying budget requests to the City Council and to the Congressional committees that oversee District of Columbia affairs."
Future Plans	None.

DEPARTMENT OF ADMINISTRATION
Division of Planning and Budgeting
702 South Duval Street
Tallahassee FL 32304

Responsibilities/ Functions	The functions of this Division include "comprehensive state planning and the development and implementation of PPBS in Florida." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Budgeting--executive decision-making (at the highest level on resource allocation)." 2) "Planning." 3) "Internal management." 4) "Federal requirements."
Collection Mechanisms/ Data Sources	Data on libraries are collected from state-supported colleges and universities, junior/community colleges, schools of all types, local public libraries, institutional libraries, special libraries (including the State Library), specialized information or data centers, schools of library or information science, and library extension agencies. Data are collected from reports on Fixed Capital Outlay Plans and Legislative Budget Request.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries. "All state agencies preparing budgets utilize the state program structure and definitions developed by this Agency."
Information Collected	Data are concerned with capital outlay and budget requests, including salaries and other expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.0 and the estimated costs for these activities for Fiscal Year 1971 was $16,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Information collection along systematic and useful lines is just now in the process of initiation and development. Gaps are universal." With regard to the collection processes, problems concern the "utility ... of current criteria and measures."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to HEW and the State Legislature.
Future Plans	None.

DEPARTMENT OF EDUCATION

Bureau of Teacher Education, Certification, and Accreditation
561 Knott Building, St. Augustine Street
Tallahassee FL 32304

Responsibilities/ Functions	The Bureau is responsible for accreditation of K-12, vocational, technical, and adult public schools; certification of teachers; teacher education programs; loans and scholarships; and teacher recruitment.
Reasons for Collection	"School accreditation procedures."
Collection Mechanisms/ Data Sources	The Bureau collects data on 1800 public schools of all types annually by means of printed reporting forms and mark-sensing cards.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Statistics are collected on number of FTE support personnel in the media center, number of usable books, number of magazine and newspaper subscriptions, numbers and types of audiovisual materials and equipment, and average annual expenditure for media center materials based on previous three years.
Personnel/ Costs	The Bureau reports it is "unable to estimate" full-time equivalent staff, and that "information [is] not available" on expenditures for library statistics activities.
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	None.
End-Products	The School Accreditation Section of the Bureau publishes a periodical titled The Accreditator.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

STATE UNIVERSITY SYSTEM

107 West Gaines Street
Tallahassee FL 32304

Responsibilities/ Functions	"This agency has the fiscal and coordinating responsibilities associated with the nine state supported universities."
Reasons for Collection	1) "Planning." 2) "Budgeting." 3) "Audit."
Collection Mechanisms/ Data Sources	Data are collected directly from nine state colleges and universities, a state extension library, and a state elementary and secondary laboratory school library. The mechanism is an annual Exhibit E, Individual Program Component Request and Proposed Plan.
Accounting Codes	The State Accounting System of Florida is used to identify costs pertaining to libraries.
Information Collected	Data gathered include budget requests and proposed plans for seven years; basic collection; holdings per FTE facility, per FTE student, per M.A. field, and per doctorate; numbers of volumes in inventory, purchased, and catalogued; hours of operation; interlibrary loan; salaries; replacement of equipment, shelving, and furniture; and projections for technical services, public services, purchase of books, and support for seven years.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 1.05. No expenditure was given.
Equipment Used	No data processing or computer equipment is used. However, it is reported that "the Board of Regents is currently engaged in a cost analysis project under an agreement with WHICHE."
Difficulties Encountered	Regarding use of data, the agency reports that "aggregation becomes meaningless due to lack of common definitions and variation in structure or type of academic program and level."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported to the U.S. Office of Education, American Library Association, and the Department of Administration of Florida.
Future Plans	"We are in the formative stages of a system-wide evaluation of our libraries and plan to implement changes in our 1972-73 academic year."

DEPARTMENT OF STATE
Division of Library Services
(Florida State Library)
Supreme Court Building
Tallahassee FL 32304

Responsibilities/ Functions	The State Library provides "consultant services to public libraries in the state; dispense[s] and administer[s] LSCA funds and state aid; [and provides] reference service to state government, public and other libraries with interlibrary loan network." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "We are the logical agency to do this and they should be available somewhere." 2) "Informational support for state aid, state-wide programs." 3) "To determine trends in Florida public libraries."
Collection Mechanisms/ Data Sources	Data are collected from the 263 local public libraries in the state, from state and federally supported institutions, including residential schools for the deaf, blind, and retarded, and from special libraries. The annual Public Library Information Survey questionnaire was the only collection form submitted.
Accounting Codes	The accounting code system identifies costs pertaining to libraries and is used by all agencies in the state government.
Information Collected	Data requested in the Public Library Information Survey are population served, bookmobile service, hours of operation, media collection and circulation, loan service, physical facilities, personnel, and financial information. No data are collected on school libraries as "school systems have their own channels under Florida Department of Education [and] colleges and universities report through" the NCES, OE.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.5, with some of the work "included in [the] duties of one librarian and one secretary." The estimated expenditure for these activities for Fiscal Year 1972 is $1,240.50.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape using a Magnetic Tape Selectric Typewriter system.
Difficulties Encountered	With regard to the collection of data, "lack of standard definitions of what statistics represent; poorly filled out questionnaires." With respect to the use of data collected, "the time lag between when statistics are collected and finally published." And in handling data, "we use a manual system which provides no built-in analysis or continuity from year to year."

End-Products	The Department publishes the Florida Library Directory and Public Library Statistics which includes a listing of public, academic, and special libraries; a list of supervisory library personnel; statistical data on public library income and expenditures, circulation and holdings, and comparative tables on expenditures, size of library, and circulation; and some statistical data on academic libraries.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency. The report cited above is available on request.
Future Plans	"Statistics on institutions have been collected before, but will be published for the first time in our next directory."

DEPARTMENT OF EDUCATION
Office of the State Superintendent
State Office Building
Atlanta GA 30334

Responsibilities/ Functions	The Department of Education has regulatory responsibilities for public and vocational-technical schools and public libraries. The Superintendent is the Executive Officer of the State Board of Education and is thus responsible for implementing the Board's policies.
Reasons for Collection	1) "Statutory requirement that an annual report be made of which these data are a part." 2) "For purpose of making allocations each year." 3) "For historical information."
Collection Mechanisms/ Data Sources	Data are regularly collected concerning public elementary, junior high and senior high school libraries as required by law from all 188 public school systems, and are gathered from 1) Local School System Superintendent's Annual Financial Report and 2) Superintendent's Annual Report, School Plant Section.
Accounting Codes	The accounting code system used which identifies costs pertaining to libraries is an adaptation of Handbook II from USOE and is used by the Department of Education for state and federal funds.
Information Collected	The Financial Report requests data on librarians' salaries and expenditures for library materials. The Annual Report requests the number of rooms used for library purposes and the number of library books.
Personnel/ Costs	Full-time equivalent staff engaged in library statistics activities is 0.025. Estimated expenditures for Fiscal Year 1971 was $150.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Public Library Services Unit
156 Trinity Avenue, S.W.
Atlanta GA 30303

Responsibilities/ Functions

This Unit of the Department of Education has regulatory responsibilities for the county and multi-county public library systems, and certification responsibilities for public librarians, college and university librarians, and special librarians.

Reasons for Collection

1) "State law requires reports annually and biennially." 2) "Indicator for library development." 3) "Reveal strengths and weaknesses."

Collection Mechanisms/ Data Sources

Statistics are collected directly from public libraries, correctional institution libraries, state libraries, state agency libraries, and library extension agencies. County and regional library systems which are partially supported by state and federal funds administered by this Unit submit an annual Report for Federal Funds Spent Under the Library Services and Construction Act. Of the 42 possible respondents, the last time the report was requested 42 complied. All public libraries and library systems are required to submit an Annual Report to State Board of Education. There are 52 possible reporting libraries and all comply.

Accounting Codes

The accounting code system used which identifies costs pertaining to libraries is the code system of the Department of Education and relates to state and federal funds only. Local funds are accounted for under the various local accounting systems.

Information Collected

The Report of Federal Funds Spent requests data on special library programs, e.g., audience characteristics, participating agencies, budget and income. The Annual Report provides detailed information on library facilities, staff, collection, audiovisual materials and equipment, patrons registered, bookmobiles, special programs, funds received, and funds expended. Data are limited to total book circulation only; no data on attendance or reference questions are requested from public libraries. Although the number of patrons registered is asked, since registration systems differ, no total registration count is compiled. The correctional institution libraries are asked only for data on any funds spent from the Library Services and Construction Act.

Personnel/ Costs

The full-time equivalent staff engaged in collecting library statistics is 0.22; the estimated expenditure for Fiscal Year 1971 was $5,000.

Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Wide latitude of local authority tends to contribute some variation of interpretation--hence some inconsistency. No statistics are compiled when consistency might tend to be a factor." Difficulties in processing, etc., are "insufficient clerical assistance; delays in bureaucratic handling of publication process; lack of automated or machine readable capabilities...."
End-Products	The major publication of the Unit is *Georgia Public Library Statistics*, an annual report distributed to all the public libraries, state library agencies, library schools, and institutions of higher education. This report covers statistics for all phases of operations of the county and regional library systems and includes a directory of all public libraries in the state.
Reporting/ Distribution Channels	The data collected are officially reported to the State Board of Education, the State Library (Legislative Reference), the Archives, all state agencies, and American Library Association accredited library schools.
Future Plans	None.

Agency Profile GEORGIA 1324

HIGHER EDUCATION FACILITIES COMMISSION
805 Candler Building
Atlanta GA 30303

Responsibilities/ Functions	The Commission has the responsibility to "recommend, according to approved state plans, institution applications for grants under the Higher Education Facilities Act of 1963 and Title VI-A of the HEA of 1965." The Commission also "conducts statewide planning for further facilities requirements."
Reasons for Collection	1) "Measure utilization of library facilities." 2) "Develop data on required investments per student to operate an effective college program."
Collection Mechanisms/ Data Sources	Data pertaining to libraries are collected annually from public and private higher education institutions. Of 64 possible reporting sources, 55 responded the last time information was requested. This is a voluntary response on the part of the institutions. The Commission issues the following forms: 1) GHEF Form No. 4, Instructional Space Utilization Record. 2) GHEF Form No. 5, Building Inventory. 3) GHEF Form No. 6, Room Inventory. 4) GHEF Form No. 7, Basic Institutional and Enrollment Data. 5) GHEF Form No. 8, Source of Funds by Category for All Buildings Initially Occupied After June 30, 1964. 6) GHEF Form No. 10, Physical Facilities Inventory Form.
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected which pertain to libraries are: square footage of space assigned to the main libraries and branches of the institutions; full-time equivalent staff employed to conduct library operations; and the number of volumes (to the nearest thousand) housed in the main library and its branches.
Personnel/ Costs	The full-time equivalent staff engaged in collecting data pertaining to libraries is 1.20.
Equipment Used	Data processing and computer equipment are used in handling the data collected. Data are stored on magnetic tape.
Difficulties Encountered	"Omissions, inaccuracies."
End-Products	In addition to its *Annual Report*, which does not contain any information on libraries, the Commission publishes the following: *Facilities Inventory and Enrollment Study* (in two parts) and *Inventory and Utilization of Physical Facilities by Georgia Institutions of Higher Education*. These reports include data on square footage of library space.
Reporting/ Distribution Channels	Library data collected are not officially reported to any other agency. No information was provided on the availability of the reports cited above.
Future Plans	None.

BOARD OF REGENTS, UNIVERSITY SYSTEM OF GEORGIA

24[illegible] Washington Street S.W.
Atlanta GA 30334

Responsibilities/ Functions	The Board manages and has regulatory responsibilities for the public university system of the state, consisting of 11 junior colleges, 12 four-year colleges, and 4 universities.
Reasons for Collection	1) "Annual reporting to legislature." 2) "To be in compliance with standards of [the] Southern Association of Colleges and Schools." 3) "As a check on the status of individual library holdings and in keeping with program requirements at each institution."
Collection Mechanisms/ Data Sources	Data are regularly collected from all 27 units of the University System concerning their libraries and also from state schools of library or information science. The libraries annually submit a report on *Library Additions and Holdings*. No other reporting or survey forms were submitted.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used only by the University System. A copy of the accounting scheme was submitted.
Information Collected	The data on library additions and holdings all include number of volumes, periodical titles, and microfilm.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities was reported as 1. No expenditures were reported for these activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Board issues an *Annual Report*, which includes data on the number of graduates in library science and general library expenditures by institution.
Reporting/ Distribution Channels	Data collected are distributed via the *Annual Report* to the Governor, the members of the General Assembly, all officials in the state government, principal officials and staff of all University System units, all libraries in the state, the presidents of state universities and colleges throughout the United States, and to the public.
Future Plans	None.

DEPARTMENT OF EDUCATION
P.O. Box 2360
Honolulu HI 96804

Responsibilities/ Functions	The Department has licensing responsibilities for private schools and certification responsibilities for teachers.
Reasons for Collection	1) "Budget." 2) "Trends--population shifts--need for facilities, etc." 3) "Evaluate current operations and needs."
Collection Mechanisms/ Data Sources	Data are collected from public schools of all types except vocational high schools, and from public libraries, correctional institutions, and state libraries. The reporting forms submitted all concern data collected from the 37 public libraries: 1) Monthly Agency Summary--Book Stock; 2) Statistical Report; 3) Monthly Agency Summary--Non-book Materials; 4) Library Programs for Children; 5) Report of Work with Young Adults; and 6) Auditorium Use.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is not an exclusive system with this agency.
Information Collected	Data deal with total book stock, circulation, loan activity, audiovisual material on hand, special programs, and talks and meetings.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the processing and handling of data, "control of data processing is with another agency." The "lack of funds to improve data gathering" is also a problem.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to USOE and to the State Legislature.
Future Plans	"[To] computerize collecting functions."

BUREAU OF THE BUDGET
Statehouse
Boise ID 83707

Responsibilities/ Functions	"This office is the budget office for the State of Idaho. Responsibilities and duties include preparation of the Governor's annual budget request for all State agencies, investigation and inquiry into budget requests from State agencies, allotment control over expenditures of State general and other funds, and fiscal control over employee positions." The Bureau does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Annual budget request." 2) "Allotment control over expenditures." 3) Compliance with appropriation."
Collection Mechanisms/ Data Sources	Data concerning libraries and information centers is collected directly from the libraries themselves or from the institutions of which they are a part. These include State colleges and universities, State correctional institutions and mental hospitals, and the State Library. These reporting bodies total eight. Data are also collected indirectly via the State Office of Higher Education. "All State agencies, boards, institutions and commissions submit data on a formal basis as part of their annual budget requests. In addition, all of the above are required to submit data upon request at any time during the fiscal year." The forms regularly used to collect this information are state-wide standard budgetary request forms.
Accounting Codes	"The accounting code system is a state-wide system designed and maintained by the State Auditor's office," and identifies costs pertaining to libraries.
Information Collected	All the information pertains to either finances or personnel.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing equipment is used in handling the data collected but the form in which data are stored was not specified.
Difficulties Encountered	"The most obvious problem is the communications gap between the librarian and the fiscal officer." Also, there is an "inability to translate library statistics into fiscal needs."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to the Governor's office and to the State Legislature.
Future Plans	None.

DEPARTMENT OF EDUCATION**
State Office Building
Boise ID 83707

Responsibilities/ Functions	The Department's functions are general supervision of public schools; leadership for public education, grades 1 through 12; coordination of school instructional programs; and administration and supervision of state and federal programs relating to instructional programs. The Department has regulatory responsibilities for public schools, licensing and certification responsibilities for public school instructional personnel, and accrediting responsibilities for public secondary schools and private secondary schools on request.
Reasons for Collection	1) "To provide basic data for planning." 2) "To permit more intelligent prediction." 3) "To provide information to those who request, need, and use it." 4) "Secondary school accreditation." 5) "Allocation of federal funds for school libraries and federal program reporting." 6) "General status information."
Collection Mechanisms/ Data Sources	Data are collected from school libraries of all types except vocational high schools, from post-secondary institutions of higher learning, public libraries, special libraries, special information or data centers, and schools of library or information science. Reporting forms used are: Secondary School Accreditation Report (required of all 128 secondary schools); Criteria for the Evaluation of School Library Resources, Textbooks, and Other Printed and Published Instructional Materials in Local or Private Schools (requested when deemed necessary from 118 school districts); an Annual Inventory Report Title II, ESEA (required from the 112 school districts and state schools which participate in the ESEA program); and the Annual Report required from all school districts. Data are also collected via site visits.
Accounting Codes	The accounting code system, which identifies costs, is used exclusively by the Department.
Information Collected	Data requested include: number of items purchased under the ESEA program, availability of library services, total number of items in the library collection, physical space available, professional employee qualifications, average circulation, and expenditures for and amounts of library and audiovisual materials.
Personnel/ Costs	No valid information was provided.
Equipment Used	The Department uses data processing and computer equipment, and data are stored on punched cards, magnetic tape, and microfilm.

**Questionnaires reporting the library statistics collection activities of the State Department of Education were received from two respondents (Nos. 1618 and 1656). The information in this profile was compiled using both questionnaires.

Difficulties Encountered	"Lack of uniformity of data to standard definitions," a gap in the collection of data from institutional libraries (public health), and the fact that "information is not accurate when needed; collected too late for meaningful use."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to USOE, the state legislature, the National Education Association, and the State Education Association.
Future Plans	"Development of a Management Information System (by stages)."

STATE LIBRARY
325 W. State St.
Boise ID 83702

Responsibilities/ Functions	The Library has "primarily extension functions. [It] administers state and federal funds, for extension and improvement of public library services, and [offers] library services to specialized groups. Some services are offered by the agency itself, others through contracts with other libraries or institutions."
Reasons for Collection	1) "To gauge progress of libraries from year to year, so we as a state agency know if they are being effective, are improving." 2) "To have data to transmit to other agencies upon request, and to publish in *The Idaho Librarian* so it will be readily available for local or national reference." 3) "To have comparable statistics, for use in field work with libraries or with governing bodies regarding library matters."
Collection Mechanisms/ Data Sources	Data are collected from local public libraries, institutional libraries, state agency libraries, and library extension agencies. Two reporting forms used are: Statistics of Idaho Libraries, sent annually to 102 local public libraries (99 of which responded the last time information was requested), and Statistics of Major Idaho Public Libraries with Contracts, Bookmobiles, etc., sent annually to 5 large public libraries with multi-library contracts. All of these major libraries submitted a report the last time it was requested. No other reporting forms were submitted.
Accounting Codes	The Library uses the state accounting code system as developed and assigned to it, which identifies costs pertaining to libraries and information centers.
Information Collected	Statistical data are collected on circulation, finances, personnel, interlibrary loan, reference services, and bookmobile and branch services. The Library attempts mail, phone, and staff visits until the data are as complete as possible.
Personnel/ Costs	The full-time equivalent staff engaged in collecting data pertaining to libraries is 0.10; the estimated expenditure for Fiscal Year 1971 was $1,500.
Equipment Used	No data processing or computer equipment is used in handling the data collected.

Difficulties Encountered	"They lose the forms--perhaps intentionally, as none of us likes to make reports; lack of understanding of questions asked. Lack of accurate count of requested items and thus a tendency to estimate wildly; inaccuracies re taxes levied and received and hesitancy to ask agency which knows." A difficulty encountered in handling the data collected is "having staff with enough ability to analyze the returns so that errors and omissions can be caught and corrected. This requires knowledge of each library and its circumstances, and cross-checking of such items as population and assessed valuation."
End-Products	Public library statistics on book stock, collection, staff and finances are published annually in the October issue of The Idaho Librarian, the official publication of the Idaho Library Association.
Reporting/ Distribution Channels	Data are not officially submitted to another agency.
Future Plans	None.

BOARD OF HIGHER EDUCATION
160 North LaSalle Street
Chicago IL 60601

Responsibilities/ Functions	"The Board of Higher Education is charged with two principal functions: 1) determining what educational needs Illinois' post-secondary system must accommodate; and 2) determining what amount and distribution of State tax resources will most effectively provide for them."
Reasons for Collection	1) "For the HEGIS survey." 2) "To provide inventory statistics for other state agencies." 3) "For analysis of institutional budgetary requests (capital)."
Collection Mechanisms/ Data Sources	The Board collects library data directly from state, local, and private four-year and two-year higher education institutions. No survey or reporting forms were submitted.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Not specified. However, the Board stated "We do not collect data on proprietary post-secondary educational institutions."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 0.50, and the Fiscal Year 1972 estimated expenditure is $10,000.
Equipment Used	Data processing and computer equipment are used, with most statistics stored on punched cards and some on tape.
Difficulties Encountered	With regard to shortcomings in data use, the Board reported "ensuring inter-institutional data compatibility," nonuse of "space utilization data on libraries in evaluating operating budget requests," and "the lack of acceptable benchmark standards for determining what constitutes adequate library facilities for a given type of institution." For processing data, the difficulty encountered is "We do not have our own utility, so we must get time on a State utility which is sometimes difficult."
End-Products	Library data are published as part of the biennial State-Wide Space Survey and include statistics on library stack areas, collections, reading space, and total net assignable square feet.
Reporting/ Distribution Channels	"1) The results are fed back to those participating in the survey; 2) To the federal government--HEGIS survey." The Space Survey is available to any requester.
Future Plans	None.

Agency Profile ILLINOIS 1754

OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION
302 State Office Building
Springfield IL 62706

Responsibilities/ Functions	This Office is the state education agency. It has regulatory responsibilities for public school districts and certification responsibilities for professional and non-professional public school personnel. The Division of Research, Planning and Development of this Office collects and analyzes statistical data, and has responsibility for all statistical reports mandated by the Illinois School Code.
Reasons for Collection	1) "For needs assessment and state program planning." 2) "For reports to the people of the state on the status of its programs." 3) "For Title II ESEA."
Collection Mechanisms/ Data Sources	Data are collected concerning libraries for all types of schools except technical/vocational schools. Data are collected directly through the use of survey or reporting forms; no copies of these forms were submitted.
Accounting Codes	The accounting code system, which identifies costs pertaining to libraries, is used only by this Office.
Information Collected	Data collected are limited to bona fide school libraries or media centers, not including classroom collections, and deal with personnel and finances.
Personnel/ Costs	Full-time equivalent staff engaged in collecting data pertaining to libraries is 0.5. No information on costs was provided.
Equipment Used	Data processing and computer equipment are used in handling library data, and data are stored on punched cards and magnetic tape.
Difficulties Encountered	"We suffer most from a local misunderstanding of the definition of the term 'media center' which is our term for the very inclusive type of program we promote." Also, "school librarian[s] often do not have accurate budget information." Problems in processing data involve "computer time [and] forms editing." With regard to the use of the data, "standardization of data terms is the number one problem."
End-Products	The Office publishes an *Annual Statistical Report of the Superintendent of Public Instruction* which includes some data on expenditures for library materials.
Reporting/ Distribution Channels	Data collected are officially reported to USOE.
Future Plans	"Additions to data collection sequence."

INDIANA

1836

STATE LIBRARY

140 N. Senate Avenue
Indianapolis IN 46204

Responsibilities/ Functions	The State Library is responsible for "executing the policy of the State of Indiana to develop and provide library service to state government, its branches, its departments, and its officials and employees; to provide ... specialized library services not generally appropriate, economical, or available in other libraries of the state; to encourage and support the development of the library profession; and to strengthen services of all types of publicly and privately supported special, school, academic and public libraries." The Library does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To intelligently plan for library development throughout the state." 2) "To provide a comparison between Indiana library performance and national standards." 3) "As an information source for libraries within the state as to activities, nonbook holdings, tax bases, etc." 4) "For the educational development of the staff."
Collection Mechanisms/ Data Sources	Data are collected directly from public and private college and university libraries, public libraries, institutional libraries (correctional institutions, mental and tuberculosis hospitals, the soldiers' home, schools for the deaf and blind), state agency libraries, and other special libraries. The Annual Public Library Report is required by law of all 240 public libraries. The Annual Library Report--Educational, Reference and Institutional Libraries, is a voluntary report requested of college and university libraries and state institutions. There are 75 possible respondents; the last time the report was requested, 46 responded.
Accounting Codes	The accounting code system used does not specifically identify costs pertaining to libraries and information centers
Information Collected	Data requested include personnel, finances, collection and circulation. Until the present time, special libraries have not been included in the data collection process.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.5; the estimated expenditure for Fiscal Year 1971 was $11,695.

Difficulties Encountered	"Some college, university, and institutional libraries fail to respond. A few public libraries respond only after persistent prodding." With regard to the types of statistics collected, "some libraries do not keep statistics on circulation, or number of volumes added, lost or withdrawn. Some librarians are reluctant to collect statistics or fill out reports." With regard to use or application of the statistics, there is "difficulty in standardizing statistical data." Difficulties encountered in processing and analysis of the statistics are: "Small inaccuracies or omissions cause a large amount of time [to be] spent on correspondence or telephoning for correct information. Processing, tabulation and analysis are time consuming."
End-Products	The Library publishes an annual compendium entitled *Statistics of Indiana Libraries*. This publication primarily includes public library data, although it also contains some tables for college, university, and institutional libraries. Data are included on finances, personnel, and resources.
Reporting/ Distribution Channels	The data collected are officially reported to the Governor. The annual statistical compendium is available to any requester.
Future Plans	"We plan to include [data on] special libraries in the state. We also plan to revise and update annual report forms for public libraries as well as college and institutional libraries."

DEPARTMENT OF MENTAL HEALTH
1315 West 10th Street
Indianapolis IN 46202

Responsibilities/ Functions	The Department of Mental Health administrates and coordinates the state hospitals and schools for the mentally retarded, and acts as liaison between the hospitals and the State government. It has regulatory responsibility for state hospitals and licensing responsibility for private hospital psychiatric units.
Reasons for Collection	1) "To justify the existence of such medical libraries; i.e., the extent of usage is one reflection of need for libraries and also reflection of staff efforts." 2) "To measure services of the individual libraries to establish trends of service offered." 3) "To compare performance of institutions."
Collection Mechanisms/ Data Sources	Data are collected directly from 12 state hospitals and schools for the mentally retarded on both patient and medical libraries by means of an annual report on Measures of Service (Schedule IVB), which is part of a Management by Objectives document.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	Data are gathered on attendance, books circulated, interlibrary loan, bound volumes, subscriptions, reference services, publications issued, and employee training. Types of data collected are confined to uniform state-wide categories of management information.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Regarding types of statistics collected, "the library data [are] only one part of the Management by Objectives presentation of the hospital and must be singled out (by clerical help). Some hospitals may tend to overlook this department if pressed for time." "The lack of adequate amount of personnel inhibit[s] the full interpretation of data and its usage." Difficulties in the application of data arise because "data is quantitative but not qualitative; therefore, as data is compared from one institution with another institution's statistics, the measures of service are not necessarily equitable."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF PUBLIC INSTRUCTION
State Office Building
Indianapolis IN 46204

Responsibilities/ Functions	The Department collects statistical information on pupils, staff, finances, and curriculum, administers the state plan and federal funds under ESEA Title II and studies developments in the area of instructional media and advises on media and programs. The Department has licensing and certification responsibilities for teachers.
Reasons for Collection	1) "To have on file personnel information not available elsewhere." 2) "To gather library statistics not available elsewhere." 3) "To help determine Title II appropriations."
Collection Mechanisms/ Data Sources	Data are collected on libraries in public and private schools at all levels, and on libraries of correctional institutions and state hospitals. An Individual School Evaluation and Report, Instructional Materials Program, is requested annually from 2706 possible respondents. The last time the report was requested 2650 submitted information. An annual Media Personnel Sheet is requested of 2450 possible respondents; 1944 submitted information the last time. These forms are currently being revised.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and information centers and is a system used by other state agencies, school corporations, etc.
Information Collected	The data relate to staff, materials, equipment, and services provided.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards.
Difficulties Encountered	"Respondents did not follow directions well; formats of forms are being revised and hopefully [this] will eradicate some inaccuracies."
End-Products	A computer-produced report on the Instructional Materials Program, a sample sheet of which was submitted, is prepared. Data reported include library personnel, facilities, and materials.
Reporting/ Distribution Channels	The data collected are not officially reported to any other agency.
Future Plans	The Department is revising the two reporting forms.

DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines IA 50319

Responsibilities/ Functions	This agency is responsible for "educational leadership; development of recommended standards; enforcement of legal requirements for schools; [operation of] rehabilitation programs; [enforcement of] certification requirements, with the Board of Public Instruction also serving as Board of Educational Examiners." The Department regulates public and private school systems, public vocational schools and community colleges, and public and private nursery programs. It certifies teachers, supervisors, administrators, and teacher associates for public and private elementary and secondary schools and public vocational schools and community colleges.
Reasons for Collection	1) "Legal requirements." 2) "Leadership."
Collection Mechanisms/ Data Sources	The Department collects data directly from 716 public and private elementary and secondary schools and public vocational high schools via the Annual Evaluation Report (Form PB--16386) and from 452 local school districts via the State Equalization Aid Claim and Secretary's Annual Report (Form PB D--9401). Data are also collected from public two-year colleges and Regional Educational Services Agencies.
Accounting Codes	The "internal accounting system" which identifies library costs "is not used by other agencies." "All schools use accounting systems developed by this agency."
Information Collected	Data collected are limited to total number of volumes in individual elementary and secondary school libraries and receipts by school district of funds for instructional materials under ESEA, Title II.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is .10, and the expenditure is given as $1000 for Fiscal Year 1971.
Equipment Used	Data processing and computer equipment are used with data stored on punched cards and tape.
Difficulties Encountered	With regard to types of information collected, there is "no annual collection of significant data. Answers to annual data [are] supplied mostly by administrators and tend, therefore, to be estimates." With respect to processing data, "last detailed survey was improperly programmed before distribution and didn't have high enough priority to have useful data summarized after." The difficulty in using data is that "summaries and growth tables [are] seldom available."

End-Products	Data on the average number of volumes per child in each regional area are published in *The State Plan and Program of Operational Procedures for ESEA Title II in Iowa*. Library fund annual receipts and expenditures by county are reported in *Financial Data and Services Offered County School Systems*.
Reporting/ Distribution Channels	Library data are reported to the U.S. Office of Education and to local schools.
Future Plans	"Hope to begin consideration of special collection project."

DEPARTMENT OF EDUCATION
120 East Tenth Street
Topeka KS 66612

Responsibilities/ Functions

The responsibilities and functions of the Department of Education are to "adopt and maintain standards, criteria, guidelines, or rules and regulations for the following: 1) school libraries and textbooks, and other educational materials; 2) courses of study and curriculum; 3) accredit schools including elementary, secondary and junior colleges, public and nonpublic; 4) certification of administrators, teachers, counselors, and supervisors of school districts and of the state department of education and of teachers and administrators of nonpublic schools; 5) have general supervision of school nurses."

Reasons for Collection

1) "Accreditation." 2) "Federal projects." 3) "Planning for improvement and impact on clients."

Collection Mechanisms/ Data Sources

The Department collects data on an annual basis directly from 1545 elementary schools via the Elementary Principal's Building Report (EO-94); from 141 junior highs via the Junior High School Principal's Report (JHO-96); from 451 high schools via the High School Principal's Report (HO-97); from local school districts via the Superintendent's Organization Report (Form SO66); from 276 school districts receiving ESEA, Title II funding via the Project Application (26-11-02) and Part II Individual School Project Application; and from 19 public and private junior colleges via Community Junior College and Two-Year College Report (Form 112). Data also are collected from institutional, public, and special libraries; specialized information centers; schools of library science; library extension agencies; special education IMC's; and the Cultural Heritage and Arts Center. The State Library provides some data indirectly, via its collection activities, to the Department of Education.

Accounting Codes

The accounting code system used to identify costs pertaining to libraries is "Financial Accounting for Local and State School Systems, Handbook 2, USOE."

Information Collected

Data are collected from all types of schools on personnel; facilities; inventories of audiovisual equipment, books, nonbook materials, periodicals, newspapers, encyclopedias, and professional materials; budget; and expenditures. Information is collected from local school districts on the district's media center FTE personnel, expenditures for audiovisual materials, books and other printed materials, and media holdings at end of school year; on ESEA Title II projects estimated cost of school library resources for public and private elementary and secondary schools; on type, quantity, and estimated cost of special materials or films to be acquired; and summary of attendance centers and tentative allotments. Library data are collected from junior colleges on professional personnel; appropriations for books, periodical

Information Collected	newspapers, audiovisual materials, binding, and other expenses; expenditures per FTE student; interlibrary loan; numbers of general and technical periodicals and numbers of volumes on hand, added, and discarded by field of study.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library data is reported as 3. Expenditures were "not available."
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	Reporting problems involved "late reports." With regard to types of statistics collected, the major inaccuracies encountered were in "financial reporting, overlapping of staff time reported, and collections occasionally reported more than once." With respect to use of data, "it is difficult to get information on behavior changes of users. Quantitative data [do] not indicate quality of service."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library statistics are officially reported to the "National SEIMC--RMC network with regional center at Kansas University."
Future Plans	None.

STATE LIBRARY

Statehouse
Topeka KS 66612

Responsibilities/ Functions	"The state library shall provide library and informational services to the judicial, legislative and executive branches of the state government and said library shall also provide extension services to all of the residents of the state." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Statutory requirement." 2) "Information on library development, current trends to use in planning programs for the libraries of the state (especially those based on federal funds)." 3) "Frequent requests are received from various sources for information of this type which we supply."
Collection Mechanisms/ Data Sources	Data are collected directly from the estimated 320 local public libraries and the regional cooperating library systems using a reporting form entitled Kansas Survey of Public Libraries. The last time the form was distributed, "all but about 10" responses were received.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all state agencies.
Information Collected	Data are collected on service outlets, bookstock, loan transactions, staff, revenue, and expenditures. Information is intentionally collected only from the public libraries and regional systems.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1; costs for these activities are "unknown."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, "frequently incomplete data [are submitted] due to the fact that the respondents have misunderstood questions." With respect to the use of data collected, "coded information on finished product, but not difficult to interpret with key." Difficulties in processing data deal with "interpretation of incomplete data."
End-Products	The Library publishes an annual report entitled Kansas Public Library Statistics which gives detailed statistical information on receipts, expenditures by categories, materials added, total collection, loan transactions, and circulation. It also includes a directory of libraries by county and gives the size of population served.
Reporting/ Distribution Channels	Data collected are not submitted to any other agency.
Future Plans	"Form [will be] slightly changed."

DEPARTMENT OF EDUCATION
State Office Building
Frankfort KY 40601

Responsibilities/ Functions	The Department has "legal responsibility for administering the total education for grades 1-12 for public and private schools." It has regulatory, accrediting, and licensing responsibilities for public and private elementary and high schools.
Reasons for Collection	1) "For evaluation of programs." 2) "For State Department of Education reports." 3) "For research purposes."
Collection Mechanisms/ Data Sources	Data are regularly collected from the 1199 libraries in public and private schools of all types except vocational high schools via the use of an Annual School Library Report form (ESE-42-50), and from the 190 school districts via an Annual Report-Financial form (F-55) issued by the Department's Division of Finance.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used only by this agency.
Information Collected	Data are requested on finances, book collection and resources, circulation, library organization and programs, personnel, and budget.
Personnel/ Costs	The full-time equivalent staff engaged in the collection of data pertaining to libraries is 2 (one professional, one non-professional); costs are reported as "very little."
Equipment Used	Data processing and computer equipment are used in handling the data collected, and data are stored on magnetic tape.
Difficulties Encountered	"Too much time involved in compiling data is a major difficulty."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to USOE.
Future Plans	None.

COUNCIL ON PUBLIC HIGHER EDUCATION
319 Ann Street
Frankfort KY 40601

Responsibilities/ Functions	The Council's functions are to: "1) coordinate state-supported colleges and universities; 2) consider budget requests and make recommendations to [the] Governor and Department of Finance; 3) [prepare] analyses and research relating to comprehensive planning and needs of colleges and universities; 4) determine tuition and fees; 5) approve new professional schools and teacher education curricula; [and] 6) serve as principal agency for higher education in the Commonwealth." The Council has no regulatory, licensing, accrediting or certification responsibilities.
Reasons for Collection	1) "To know the college and university library holdings." 2) "To know the college and university library level of expenditures." 3) "To know the college and university library staffing characteristics."
Collection Mechanisms/ Data Sources	Data on libraries are collected indirectly from public and private higher education institutions via the receipt of copies of HEGIS forms.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries or information centers.
Information Collected	No additional data other than those on the HEGIS forms are collected. At this time, the Council finds these adequate for its purposes.
Personnel/ Costs	Full-time equivalent staff and expenditures are each reported as "0."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The library data collected by the Council are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF LIBRARIES
Box 537, Louisville Road
Frankfort KY 40601

Responsibilities/ Functions	"This is the State Agency with the direct responsibility to assist public libraries in whatever ways possible, to cooperate with school, academic and special libraries, to support reference and referral centers, to support libraries in state institutions, and to provide library services to the blind and physically handicapped." The Department does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To provide information required by governmental authorities, HEW and [the] State." 2) "To determine the overall progress being made by public libraries in Kentucky." 3) "To pinpoint areas of weakness as a basis for future planning."
Collection Mechanisms/ Data Sources	Data are collected annually from the approximately 114 public libraries in the state via a reporting form entitled Statistics of Public Libraries.
Accounting Codes	The accounting code system, which identifies costs pertaining to libraries, is used by all state agencies.
Information Collected	Data are collected on library organization and operations, book collection, circulation, audiovisual materials and equipment, personnel, finances, services, and special projects. The statistics collected are intentionally limited to public libraries.
Personnel/ Costs	The full-time equivalent staff engaged in the collection of data pertaining to libraries is 0.5 and the estimated expenditure for Fiscal Year 1970 was $4,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Department publishes an annual compendium entitled *Statistics of Public Libraries in Kentucky*, which includes data on book collections, circulation, income, and expenditures by county and city.
Reporting/ Distribution Channels	Data collected are not officially submitted to any other agency. The annual statistical compendium is available on request.
Future Plans	None.

DIVISION OF ADMINISTRATION
Budget Office
10th Floor, State Capitol Building
Baton Rouge LA 70804

Responsibilities/ Functions	"This office is responsible for the general management and supervision of the finances and financial operations and affairs of the State." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "In order to help prepare the state budget." 2) "In order to help manage the financial operations and affairs of state agencies." 3) "In order to gather other needed information concerning the operation of each state agency."
Collection Mechanisms/ Data Sources	Data are collected directly from state colleges and universities, public libraries, state institutional libraries, state libraries, and specialized information centers via the Monthly Report of Operations (BA--6), the Request for Quarterly Allotment (BA--1), and the annual Budget Estimates and Requests (BR--1).
Accounting Codes	An accounting code system identifies library costs and is utilized by all state agencies.
Information Collected	"All matters received from state agencies concerning the library or information centers are of a fiscal nature."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as .25. No expenditures were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to use of data, the Budget Office reports difficulties in "understanding the needs of each agency for the purposes of making recommendations for their budget."
End-Products	Financial data on libraries are included as part of the *Budget Estimates and Requests* and the *Operating Budget Request* prepared for the various state agencies and institutions.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

STATE LIBRARY

760 North Third Street
Baton Rouge LA 70821

Responsibilities/ Functions	The functions of the Library are "to work toward a coordinated system of parish and regional libraries throughout the state; to coordinate library service so as to afford schools, colleges, and universities the best free library service possible by means of interloan arrangements and the like; to conduct courses of study and hold institutes; to give supervisory service to all parish, institutional, and free public libraries in the state; [and] to organize and maintain a legislative reference library." The State Library Board appoints the State Board of Library Examiners which is charged with the responsibility of certifying the administrative librarians for public libraries.
Reasons for Collection	1) "Measure library's collection." 2) "Aid in making administrative decisions." 3) "Provide material for reports to statistics-gathering agencies."
Collection Mechanisms/ Data Sources	Data are collected from the libraries of state post-secondary educational institutions, local public libraries, and libraries of state-supported correctional institutions, mental hospitals, and residential schools for the mentally retarded. Data are collected from college and university libraries via a fiscal year Statistical Report; from the 65 local public libraries using 1) Statistical Report of Use, Established Libraries, requested monthly, and 2) Public Library Statistical Report, requested annually; and from the 7 institutional libraries using a form entitled Statistical & Activity Report, submitted monthly.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all state agencies.
Information Collected	Data are collected on total collection, circulation, bookmobile operations, interlibrary loan transactions, receipts, expenditures, and staff. Data are not collected for school libraries, special libraries, professional staff libraries in state institutions, and schools of library and information science.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.56 and the estimated cost for these activities for Fiscal Year 1971 was $13,600.
Equipment Used	No data processing or computer equipment is used.

Difficulties Encountered	Gaps in the data collected exist for "statistics re reference service due to difficulty in defining and recording reference transactions" and "statistics re postage for various classes of mail since most libraries don't record."
End-Products	A publication entitled *Public Libraries in Louisiana* is issued containing data on circulation, bookstock, expenditures population served, costs of library materials, revenue, and salaries. In addition, the Library publishes a *Biennial Report*, which also reports these statistics.
Reporting/ Distribution Channels	Data collected are officially reported to the Governor, State Legislature, USOE, and the participating libraries supplying the statistics. *Public Libraries in Louisiana* is available to public librarians and trustees in the state, the state library agencies of the other 49 states, and to library schools. The biennial report is available to members of the State Legislature, public officials, and public and academic libraries.
Future Plans	None.

LOUISIANA

2246

DEPARTMENT OF EDUCATION
Division of Curriculum and Instruction
P.O. Box 44064
Baton Rouge LA 70804

Responsibilities/ Functions	The Division provides "consultative services to school libraries," regulates public and private elementary and secondary schools, and certifies school librarians.
Reasons for Collection	1) "Allocation of funds." 2) "Certification of librarians." 3) "Degree to which state standards are met."
Collection Mechanisms/ Data Sources	The Division collects data directly from 2000 public and private schools of all types except vocational and technical high schools via an Annual School Report (Form DE 2107).
Accounting Codes	No accounting code system is used which identifies library costs.
Information Collected	Data are collected on staff; number of books, encyclopedias, and periodicals; organization of library services; loans and instruction; and expenditures.
Personnel/ Costs	The Division states "6 people used at time analysis of data is done. Not a constant task." Regarding expenditures, "budget not broken down this manner."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Data requested is too sketchy and does not give sufficient information on school libraries." Problems specifically arise with regard to statistics on "current collections" and "funds."
End-Products	No examples were submitted. However, the Division states that "Data [are] incorporated into State Superintendent's Annual Report."
Reporting/ Distribution Channels	The Annual Report of the Department of Education is submitted to the Governor and state legislature.
Future Plans	None.

DEPARTMENT OF AUDIT
Augusta ME 04330

Responsibilities/ Functions	This Department performs an annual audit of state agencies' accounting records "to verify completeness in reporting and recording revenues and expenditures and their conformity to existing statutes and accounting regulations."
Reasons for Collection	"Verification of financial records."
Collection Mechanisms/ Data Sources	Data are collected directly from public libraries, the State Library, and the state-supported bookmobile program for outlying communities under the control of the State Library. No reporting forms were submitted. Financial data are collected indirectly "as reported to the State's central accounting department where proper posting and accounting is performed" and subsequently audited by this Department.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries; the same system is used by all other state agencies.
Information Collected	Financial data only.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 2.70; the estimated expenditure for Fiscal Year 1970 was $350.
Equipment Used	Data processing and computer equipment are used. Data are stored by this agency in print-out form, but originate from punched cards and magnetic tape.
Difficulties Encountered	None reported.
End-Products	The Department publishes an annual *Report of the State Auditor* but a separate report of library activities does not appear in this publication. An annual *Audit Report* for the State Library is available for limited distribution, however.
Reporting/ Distribution Channels	The financial data collected are officially submitted to the State Bureau of Accounts and Control. The *Annual Report* and other public financial records are available to any interested citizen of Maine.
Future Plans	None reported.

DEPARTMENT OF FINANCE AND ADMINISTRATION

Bureau of Accounts and Control
State House
Augusta ME 04330

Responsibilities/ Functions	The Bureau performs preaudit, payroll, accounting and financial reporting for all state departments and agencies. It has the authority to approve invoices and payrolls submitted for payment.
Reasons for Collection	1) "Financial reporting." 2) "Budgetary accounting."
Collection Mechanisms/ Data Sources	Data are collected directly both from libraries themselves and from their parent institutions. Reporting organizations are two-year higher education institutions, local public libraries, libraries of state institutions, state agency libraries, and the State Library. No reporting or survey forms were submitted.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries; the same system is used by all state agencies.
Information Collected	Financial data only.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment is used and data are stored on punched cards and magnetic tape.
Difficulties Encountered	None reported.
End-Products	The Bureau publishes an annual *Financial Report*, which contains a one-line statement of the State Library's accounts.
Reporting/ Distribution Channels	The financial data collected are officially reported to the State Legislature and the Governor. The *Financial Report* is available on request.
Future Plans	None.

DEPARTMENT OF FINANCE AND ADMINISTRATION
Bureau of the Budget
State Office Building
Augusta ME 04330

Responsibilities/ Functions	The functions of this Bureau are to "prepare and submit... biennially, a state budget document...."
Reasons for Collection	Data are collected for the "use of executive and legislative branches in determining State Fiscal Plan."
Collection Mechanisms/ Data Sources	The Bureau biennially collects data directly from all state agencies, including the Maine State Library by means of several standard forms: Appropriation Summary (Form A1), Salaries and Wages Detail (B1), Expenditures (C1), Revenue (D1), Supporting Information (E1), Major Equipment (F1), and Repair Program (H1).
Accounting Codes	The "State accounting and code system" is used to identify library costs.
Information Collected	Fiscal data only are collected including budget recommendations; current and projected salaries and wages; actual and estimated expenditures for contractural services, commodities, and capital improvements; revenue; and replacement and purchase of equipment.
Personnel/ Costs	No response was given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	Data are published as part of the biennial State Budget Document and include available funds, expenditures by line category and by activity, for administration and for expansion and new activities.
Reporting/ Distribution Channels	Data are reported to the State "Executive Department" which transmits the budget to the State Legislature.
Future Plans	None.

COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

State Department of Education Building
Augusta ME 04330

Responsibilities/ Functions	"Administration of Higher Education Facilities Act of 1963, according to state plan. We assist institutions of higher education, public and private, who apply under Title I, Sections 103 and 104..., and then they are graded according to a previously set scale and submitted to HEW. We also administer Title VI-A of the Higher Education Act of 1965, in much the same manner. We collect data on enrollment [and] physical facilities from institutions of higher education." The Commission has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "HEGIS reporting." 2) "Planning."
Collection Mechanisms/ Data Sources	Statistics and data are regularly collected from all institutions of higher education within the State, both public and private, via annual enrollment and facilities inventory surveys. These surveys are conducted by reason of administrative regulation or directive.
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	No specific statistics or data pertaining to libraries and data are requested, other than square footage of physical facilities.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used in the collection of data pertaining to libraries and data are stored on magnetic tape.
Difficulties Encountered	None reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to USOE.
Future Plans	None.

STATE LIBRARY
Augusta ME 04330

Responsibilities/ Functions	The State Library develops library services, provides reference materials and services, and undertakes to "supplement collections of local public and school libraries through interlibrary loan procedures; lend directly to individuals in communities having no libraries; give advisory assistance to public libraries." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Financial statistics for purpose of determining State aid stipend." 2) "To fill requests from public libraries for comparative statistics." 3) "To provide State Library information necessary for evaluating library services in State."
Collection Mechanisms/ Data Sources	The Library regularly collects statistics and data only from local public libraries within the State, via an Annual Report form. This is a voluntary effort. The total number of possible respondents is 249; 214 responses (86%) were received the last time the form was distributed.
Accounting Codes	The Library does not use an accounting code system which identifies library costs.
Information Collected	Data are collected on collections and resources, circulation and interlibrary loan, personnel, types of services provided, and finances. "Certain data [unspecified] is collected only occasionally rather than each year."
Personnel/ Costs	Personnel and expenditure data were not reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The Library reports that it "should collect statistics from all types of libraries with questions to show interrelationships." Also, that the "form for reporting finances [is] frequently revised in attempt to make it easily understood; continues to be interpreted differently." Finally, the "process of tabulation; analysis, etc., is slow and cumbersome," and it is "difficult to analyze [the statistics or data collected]."

End-Products	The Library issues a *Biennial Report* which includes statistics on its accessions, circulation, binding, and receipts and expenditures for state monies and for federal monies. It also compiles an annual directory and statistical compendium titled *Public Libraries of Maine*, which includes data on holdings, circulation, book expenditures, total expenditures, and per capita expenditures.
Reporting/ Distribution Channels	The *Biennial Report* is officially submitted to the State Legislature; the directory and statistical compendium is available for limited distribution to public libraries and to other libraries or library-related organizations as requested.
Future Plans	None.

DEPARTMENT OF EDUCATION
301 West Preston Street
Baltimore MD 21201

Responsibilities/ Functions	The Department's functions include the general care and supervision of public education, supervision of the state School for the Deaf, supervision of the public library systems and supervision of the state's program of educational rehabilitation. The Department has regulatory responsibilities over educational programs funded through the state and of teacher education programs, the right of approval of all fee-charging educational programs, and the granting of all certificates, diplomas and degrees. The Department licenses solicitors for private schools, trade, vocational, and hospital nursing schools, accredits non-public schools and higher education institutions, and certifies all school professional staff members.
Reasons for Collection	1) "Management and planning." 2) "Reporting to funding authorities." 3) "Dissemination to a variety of publics."
Collection Mechanisms/ Data Sources	Reports of library statistics and expenditures are collected from both the 1,160 public schools and the 310 private schools, elementary through senior high, via an Annual Library-Media Center Report. Data are collected from all 30 local public libraries (systems) via an annual Public Library Statistical Report. Data on ESEA Title II expenditures are collected from the 24 public school districts and the 128 private schools which participate in the ESEA program via a Report of Local Expenditures. In addition, statistics are collected on the operation of libraries for the handicapped, libraries in state institutions, local specialized information or data centers, and state library extension agencies.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by other state government agencies.
Information Collected	The data collected are intentionally limited to that required by the legal responsibilities of the Department. The data reported include book collection, staffing, circulation, expenditures, and income.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.5 and the estimated expenditure for Fiscal Year 1971 was $18,000.
Equipment Used	No data processing or computer equipment is used.

Difficulties Encountered	No difficulties are reported with regard to the collection and use of data. The problems involved in processing data are those "related to a manual data collection system."
End-Products	The Department publishes an *Annual Report*, which is in the nature of a statistical review, and also issues annually a compilation titled *Statistics for Maryland Public and Private Schools, ESEA Title II*.
Reporting/ Distribution Channels	The data collected are officially reported to the USOE, the Library of Congress and to the Governor. No restrictions on availability of end-product reports were indicated. The data collected on the operations of the Library for the Physically Handicapped are reported to both the Library of Congress and USOE.
Future Plans	Currently the Department is "planning automation of public and non-public school library statistics."

COUNCIL FOR HIGHER EDUCATION

93 Main Street
Annapolis MD 21401

Responsibilities/ Functions	The Council collects data, establishes standards, reviews facility and budgetary requests, and investigates means of greater library collaboration. The Council has regulatory responsibilities for the coordination of public higher education libraries in Maryland.
Reasons for Collection	1) "Basic research." 2) "Budgeting." 3) "Facility review."
Collection Mechanisms/ Data Sources	Data are collected from the libraries in all higher education institutions, both public and private. Collection is both indirect, through the HEGIS form for college and university libraries (OE Form 2300-5), and direct via a "HEGIS Supplementary Library Survey" form issued by the Council. This latter form is submitted biennially by the 50 higher education libraries.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is the system used by all state agencies.
Information Collected	Data collected are concerned with staffing, expenditures, collection, and circulation.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 4. No information on expenditures is available as costs are not itemized for libraries.
Equipment Used	Data processing and computer equipment are used and the data are stored on magnetic tape.
Difficulties Encountered	None reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are not officially reported to any other agency.
Future Plans	"HEGIS and MCHE data collection supplement."

SUPREME JUDICIAL COURT
Office of the Executive Secretary
302 New Court House
Boston MA 02108

Responsibilities/ Functions	The Office of the Executive Secretary is the administrative office for the Supreme Judicial Court. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"We collect gross costs of the operation of county law libraries and government contributions to [the] Social Law Library, Boston."
Collection Mechanisms/ Data Sources	Data on libraries are collected from the county courts in the state and from the Social Law Library in Boston. No reporting or survey forms were submitted.
Accounting Codes	The Court does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data collected deal with the costs of operating law libraries.
Personnel/ Costs	No information was provided on full-time equivalent staff or costs for library statistics activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Secretary's Office submits an Annual Report to the Court which includes expenditures for county law libraries. The Librarian of the Social Law Library submits an Annual Report which gives the income and expenditures of that Library.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
Bureau of Personnel and Standardization
State House
Boston MA 02133

Responsibilities/ Functions	The functions of the Bureau are to "establish, maintain, and keep current the position classification and pay plan, and compensation plan and the rules and regulations made thereunder; collect, review, and estimate budgetary requests for positions, reallocations, upgrading of same, and prepare estimate of costs on proposed favorable recommendation." The Bureau has regulatory responsibility for the classification plan, compensation plan, and personnel services, staffing, and cost estimates of all agencies in the state government.
Reasons for Collection	1) "To comply with the law that we collect the name, pay rate, step, address of every employee (public document 90)." 2) "To verify proposed pay step increase cost." 3) "To prepare annual budget estimate."
Collection Mechanisms/ Data Sources	The Bureau collects data both directly and indirectly from state and state agency libraries, institutional libraries, and specialized information centers.
Accounting Codes	"An 8-digit budgetary control identification code is assigned to every spending agency in the State government by the Budget Bureau of the Executive Office for Administration and Finance, and must be used on personnel and budget documents submitted to Bureau of Personnel."
Information Collected	Personnel data are collected.
Personnel/ Costs	"2 professional and 7 non-professionals at 37.5 hours per week. However, it is impossible to determine what part of this force time is devoted to library and data-processing staffs being reported on."
Equipment Used	Data processing and computer equipment are used with data stored on punched cards.
Difficulties Encountered	With regard to use of data, the Bureau reported the major difficulty was "rates of pay of employees of libraries and data processing centers at institutions of higher learning in this state are not subject to the control of this Bureau. They need only to be reported, and are subject to no further process than to be included in projected budget estimates."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported "in budget estimates for next fiscal year via the Governor's budget to the legislature."
Future Plans	None.

MASSACHUSETTS 2528

DEPARTMENT OF EDUCATION
Bureau of Library Extension
648 Beacon Street
Boston MA 02215

Responsibilities/Functions

The responsibility of the Bureau is to "stimulate local, regional and statewide interest in library service; to aid in the organization, development and improvement of public school, regional, state and county institution libraries; to promote the systematic and effective coordination of the resources of school, public, academic and special libraries; [and] to administer all state, federal, and private funds allocated for library purposes." The Bureau has regulatory responsibilities for local public libraries, school libraries/media centers of local educational agencies, and regional public library systems; and certification responsibilities for professional and sub-professional librarians in all types of libraries except elementary and secondary school libraries.

Reasons for Collection

1) "To provide central state clearinghouse of library information." 2) "To administer state and federal aid programs for libraries." 3) "To provide information helpful to planning for statewide library development."

Collection Mechanisms/Data Sources

Data are collected both directly by the Bureau and indirectly via the collection activities of the Department of Education, Division of Research & Development. Data are gathered from public and private schools of all types, local public libraries, libraries of state-supported institutions, state and state agency libraries, and federal and state library extension agencies. The data are collected from public libraries using the following reporting forms: 1) Application for State Aid for Free Public Library or Libraries, sent annually to the 385 public libraries; 2) Statistics of Public Libraries, also requested annually from the libraries; 3) Supplementary Questionnaire on salaries and total appropriation, requested annually from all the public libraries; 4) A list of names and addresses of library trustees, requested of each public library annually; 5) State Aid for Regional Public Library Systems, requested monthly from 13 libraries contracted by the Bureau for regional services; 6) Regional Public Library System budget or expenditures report, requested annually from the libraries which serve as central or headquarters libraries of the 3 regional library systems; 7) Books and Related Materials, also requested from the 3 headquarters libraries; 8) Request for Payment of Federal Funds, LSCA, Title II, submitted by libraries currently receiving LSCA funds; 9) Application for a Construction Grant, Title II, LSCA, submitted by public libraries planning new construction; 10) LSCA, Report Form for Completed Project, submitted by the appropriate libraries conducting such projects under LSCA; and 11) Weekly Payroll, submitted by libraries using LSCA funds.

Collection Mechanisms/ Data Sources	Data pertaining to school libraries are collected using: 1) School Library Resources Questionnaire, required from every system newly applying for ESEA Title II assistance and every 2 years thereafter; 2) Individual School or System Center Project, ESEA Title II report; 3) ESEA Title II Evaluation, required annually of public and private schools participating in ESEA Title II; 4) Inventory Records for School Library Resources, Textbooks, and Other Instructional Materials, submitted by 910 participating ESEA Title II recipients; 5) ESEA Title II Project Application for School Library Resources and Other Instructional Materials, submitted annually by 369 local public school systems entitled to ESEA Title II grants; 6) ESEA Title II Request for Payment, also submitted by the 369 school systems receiving ESEA funds; and 7) Project Record Card, ESEA Title II, prepared annually for 369 ESEA participants. Data are collected from library job applicants by the Bureau's Placement Referral Service form. Enrollment information on library science courses offered by public and private institutions of higher education is collected three times a year.
Accounting Codes	The Bureau uses an exclusive accounting code system which identifies costs pertaining to libraries and information centers.
Information Collected	The data collected using the above reporting forms include hours of library service, library organization and operations, staffing and professional qualifications, book stock, book circulation, audio-visual materials and equipment, income and expenditures, and federal funds accounting.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is estimated to be 6; the Bureau was unable to break down cost estimates for these activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the handling of data, "manual processing [is] very time consuming."
End-Products	The Bureau publishes an Annual Report containing statistical data on income, expenditures, size of collection and circulation for public libraries; a series of mimeographed tables providing the same data; a typed list of library science courses available in the state's colleges and universities; a directory of free public libraries; a semi-annual listing of library positions open; and a typed preliminary report based on the results of the ESEA Title II Evaluation Questionnaire Survey.
Reporting/ Distribution Channels	Data collected are officially reported to USOE and are made available to local public libraries, local school systems, and the American Library Association.
Future Plans	"We are investigating [the] possibilities of changing forms so that data can be processed by computer equipment in [the] Department of Education, Division of Research and Development."

DEPARTMENT OF EDUCATION
Division of Research and Development
Woburn MA 01801

Responsibilities/ Functions	The functions of the Division are to perform computer work and maintain data bank for the Department of Education, including its Bureau of Library Extension.
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	Library data are collected directly from superintendents of 428 public and private school systems via an End of the Year Pupil and Financial Report (Q-006) and a System Staff Report; from 1700 public elementary and middle schools via a School Survey; and from professionals employed by the public school system via a Professional Staff Survey.
Accounting Codes	No response was given.
Information Collected	Statistics are collected from school systems on expenditures by city or town for library services; federal program funds; expenditures for salaries, contracted services, supplies and materials, and other expenses for libraries and audiovisual programs--categorized by type of school program such as regular day or evening, vocational day or evening, special class, vacation school, or other school; and number of full- and part-time personnel by job classification in elementary and secondary schools. Data collected from elementary and middle schools include kind of library facility, number of books cataloged, and percent of enrollment that library can seat. Information collected from professional employees includes highest level of education, salary, position, experience state and type of institution granting degree, and out-of-state "origination."
Personnel/ Costs	No response was given.
Equipment Used	Data processing and computer equipment are used; however, the form in which data is stored was not given.
Difficulties Encountered	No response was given.
End-Products	The Division publishes a newsletter entitled, *Facts about Education in Massachusetts*, which at times includes information pertaining to libraries; and *Elementary and Middle School Survey* which includes audiovisual aids and library services statistics on types of materials and facilities available. An information sheet, "Teacher Mobility Analyses for the State of Massachusetts" lists number and percentage of new staff that are librarians.

Reporting/ Distribution Channels	Library data are officially reported to the State Department of Education which, in turn, reports to the Governor. Data are also reported to the U.S. Office of Education.
Future Plans	No response was given.

DEPARTMENT OF MENTAL HEALTH

190 Portland Street
Boston MA 02114

Responsibilities/ Functions	The Department is "in charge of all state supported mental health and retardation services in Massachusetts including court clinics." It has regulatory responsibility for state hospitals, community mental health centers, and state schools for the retarded, and licensing responsibility for private mental hospitals, mental health clinics, half-way houses, and community residences.
Reasons for Collection	"Fiscal for accounting purposes."
Collection Mechanisms/ Data Sources	The Department collects data on libraries directly from state mental hospitals and schools for the retarded.
Accounting Codes	An accounting code system, used throughout the state government, identifies library costs.
Information Collected	The data collected include financial information.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1, with the Fiscal Year 1972 expenditure given as $5000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of data collected, the major gap is "no circulation information for patients." The difficulty in processing data is that "no standard reporting procedures currently exist on applications or in utilization."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

EXECUTIVE OFFICE OF THE GOVERNOR

Bureau of Programs and Budget
Lewis Cass Building
Lansing MI 48913

Responsibilities/ Functions	The functions of this Bureau are to "review state agency budget requests; develop budget recommendations for executive submission to legislature and exercise overall expenditure control over annual legislative appropriations." It has regulatory responsibilities over all state agencies relative to budget allotment and selective program approval control.
Reasons for Collection	1) "General comprehension of public library service delivery scope." 2) "Evaluation of library financial requirements, particularly for colleges and universities."
Collection Mechanisms/ Data Sources	Data are collected directly from library parent institutions and indirectly via the collection activities of the State Library. Data are reported for state colleges and universities and 2-year junior and community colleges; school libraries of all types of schools except vocational high schools; the State Library; and state-supported schools of library science. Standard budget request forms (BOB 100 series) are submitted to all principal state departments and agencies, including the State Library Different forms (BOB 400 series) are submitted to the institutions of higher education.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by the Department of Administration, Accounting Division. "Coding is restricted to State Library expenditure objects."
Information Collected	Library data reported for the colleges and universities include expenditures for administration, public service, technical services, employees, materials, and data processing.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is less than 1; the estimated expenditure for Fiscal Year 1971 was $5,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, "reports are generally fragmented." A "lack of meaningful library performance standards against which to conduct analysis" is a problem in the use or application of the data collected.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Bureau of Library Services
Box 420
Lansing MI 48902

Responsibilities/ Functions	"The Bureau of Library Services functions in six major areas: 1) Serves the three branches of state government. 2) Serves in supplementing and reinforcing the resources of public libraries. 3) Serves blind and physically handicapped individuals, and also serves individuals in state institutions. 4) Provides supplemental and reinforcement services to school libraries. 5) Serves in supporting junior college and college/university libraries. 6) Provides leadership to encourage greater cooperation between libraries thus utilizing library resources more extensively." The Bureau has responsibility for State certification of librarians. "Libraries receiving state aid must have a certain number and level of certified librarians on their staff. This library is the clearing house for information to figure aid payments."
Reasons for Collection	1) "To measure effective use of federal and state aid." 2) "To qualify agency for state and/or federal aid." 3) "To evaluate and compare libraries and library programs."
Collection Mechanisms/ Data Sources	Data are collected from libraries in public and private higher education institutions, in public and private schools of all types except vocational high schools, from public libraries, and from state institutional libraries. Data are collected from the 328 public libraries via the Public Library Application for State Aid (Form No. LS-4223) and the Public Library Statistical Report (Form No. LS-4226); from 4500 school libraries using an Instructional Materials Service Survey reporting form; and from 24 library systems via a Library System Reimbursement and Statistical Report (Form No. LS-4227). No other forms were submitted.
Accounting Codes	The accounting code system is used by all state government agencies and identifies costs pertaining to libraries.
Information Collected	Data on circulation, collection, finances, personnel, government units served, and service facilities are collected. "Collect only federal and state mandated items from the appropriate libraries unless need is documented for forms clearance. Useful data."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.5 and the estimated expenditure for Fiscal Year 1970 was approximately $7,000.
Equipment Used	Data processing and computer equipment are used and data are stored for two years on punched cards and magnetic tape.

Difficulties Encountered	"Smaller libraries feel that statistics collection and comparison is unnecessary." With regard to the data collected, "there are problems with definitions of terms, accuracy in reporting data, and delinquency of reports."
End-Products	The *Michigan Library Directory and Statistics*, published annually, includes data on collections, circulation, finances, and personnel for public, college and university, two-year college, and institutional libraries.
Reporting/ Distribution Channels	ESEA II and LSCA I, II, and III total state figures are sent to the appropriate federal agency. The published report is sent to all libraries in Michigan.
Future Plans	"Revision of collection document for clarity; expansion of use of data processing equipment for analysis of data."

CIVIL SERVICE DEPARTMENT
215 State Administration Building
St. Paul MN 55155

Responsibilities/ Functions	The Department is charged with "the efficient and economical use of personal services with due regard for the rights and dignity of the individual....activities are divided into five divisions: (1) recruiting, examining and placement; (2) job classification and salary administration; (3) office management and transactions; (4) training; and (5) manpower planning."
Reasons for Collection	1) "Payroll processing." 2) "Reporting to Governor & Legislature." 3) "Salary surveys."
Collection Mechanisms/ Data Sources	Data are collected directly from state colleges and universities, public elementary and senior high schools, state agency and institutional libraries, specialized information centers, library extension agencies, and the State Law Library via the Employee Status and Personal Data Changes Form (CS-56).
Accounting Codes	No accounting code system is used which identifies library costs.
Information Collected	Data are collected on salaries, personnel classifications, transfers, promotions, demotions, terminations, and new employees.
Personnel/ Costs	No information on full-time equivalent staff or expenditures for library statistics was reported.
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	With regard to use of data, the Department stated there was "difficulty in securing desired retrievals."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to the Governor and state legislature on request.
Future Plans	"Improved files on employees and positions; improved retrieval capability."

DEPARTMENT OF EDUCATION
Public Libraries Section
117 University Avenue
St. Paul MN 55155

Responsibilities/ Functions	The functions of this Section are to "give advice and instruction to librarians, trustees, and officials of any public library pertaining to the establishment, organization, and maintenance of public libraries; keep statistics of public libraries; also designated to administer the federal Library Services and Construction Act including Inter-Library Cooperation."
Reasons for Collection	1) "For help in planning on-going and new projects and programs--state-wide." 2) "To help local libraries evaluate their accomplishments in comparison with others." 3) "To comply with state law."
Collection Mechanisms/ Data Sources	Data are collected annually from 150 local public, county, and regional libraries via a Public Library Statistical Report (F 25-2) and a Regional and County Library Statistical Report (Code XIII-C-4a), and from state agency and institutional libraries. No survey or reporting forms were submitted for the latter categories. Data collected are limited to specific "kinds of libraries (i.e.) public libraries, or institutional libraries participating in LSCA."
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data collected include statistics on circulation, book stock, personnel, and finances.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library statistics is given as .75 with the 1970 expenditure estimated at $2800.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of data collected, problems exist with financial statistics, incomplete reports, and "kinds of data which the current report forms do not provide." Difficulties in processing, tabulating, and analysis include "getting reports into our office in time for tabulating for publication deadline, missing some libraries each year" and "kinds of data ... which our tabulation procedures do not or cannot report." Regarding use, the Section "cannot publish all data."

End-Products	Data on professional personnel, library development, field services, planning and training, conferences, and library collection and reference services are included in a typed report, "Annual Summary Report, Public Library Section." A statistical summary is published annually in the Spring issue of Minnesota Libraries, a quarterly publication of the Library Division. The summary covers salaries, number of volumes, total borrowers, circulation, hours, receipts, and expenditures by individual library; public library aid grants; and library service by county.
Reporting/ Distribution Channels	Library data are officially reported to the State Board of Education and to "all reporting agencies, all libraries in the state, all state library agencies in U.S., all library schools (graduate)." The data are also available to other public, academic, and national (outside U.S.) libraries on request.
Future Plans	The Section plans a "substantial change in forms to be used for reporting fiscal 1971."

HIGHER EDUCATION COORDINATING COMMISSION

Capitol Square, 550 Cedar Street
St. Paul MN 55101

Responsibilities/ Functions	The Commission has the responsibility "to continuously study and analyze all aspects of Minnesota public and private post-secondary education; to review new academic programs; to administer several federal programs, including Title I, Title VI, Community Service; [and] to administer state/federal student aid programs." The Commission engages in comprehensive regulatory planning for all post-secondary educational institutions and systems in the state.
Reasons for Collection	1) "In response to NCES of the HEW, as state coordinator for the HEGIS." 2) "For statewide comprehensive planning."
Collection Mechanisms/ Data Sources	Data are collected from public and private colleges and universities and junior and community colleges. No reporting or survey forms were submitted.
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected include those requested on the HEGIS forms.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.20 and the estimated cost for Fiscal Year 1971 was $2,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to NCES, HEW and to the responding Minnesota institutions.
Future Plans	None.

DEPARTMENT OF PUBLIC EXAMINER

290 State Office Building
Park and Aurora
St. Paul MN 55155

Responsibilities/ Functions	This department has the "post audit function for State and local governmental units," and regulatory responsibility for "State departments and institutions, county governments, cities of the first class, [and] other local units of government."
Reasons for Collection	"Required by law."
Collection Mechanisms/ Data Sources	Data are collected directly from 114 cities with municipal libraries by means of an annual report.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Data collected are limited to "receipts and disbursements."
Personnel/ Costs	No information was given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	Financial data are published annually in the Report of Public Examiner on the Revenues, Expenditures, and Debt of the Cities and Villages in Minnesota and in the Report of Public Examiner on the Revenues, Expenditures, and Debt of State and Local Governments in Minnesota.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF PUBLIC WELFARE

Centennial Building, 4th Floor
St. Paul MN 55155

Responsibilities/ Functions	The Department administers activities and services designed to assist people to improve their capabilities, supervises such activities administered by other agencies, licenses facilities and agencies to carry out such activities and services, and provides grants-in-aid. It has regulatory and licensing responsibilities for foster care homes, institutions for care of retarded, foster homes for adults, centers for physically handicapped, and other such institutions.
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	Data are collected directly from institutions within the public welfare system by means of an annual Institution Library Report.
Accounting Codes	An accounting code system, which identifies costs pertaining to libraries, is used exclusively by this Department.
Information Collected	Data are collected for both patient and professional libraries and include circulation statistics by type of reading material, and expenditures for salaries, books, journals, supplies, and equipment.
Personnel/ Costs	No response was given.
Equipment Used	No response was given.
Difficulties Encountered	No response was given.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are reported to the Library Division of the Minnesota State Department of Education.
Future Plans	No response was given.

DEPARTMENT OF EDUCATION
Division of Administration and Finance
P.O. Box 771
Jackson MS 39205

Responsibilities/ Functions	The Department "serves local school systems by providing consultative services [and] distributing state and federal funds. The state agency serves in a regulatory capacity to see that local school systems meet minimum standards, issues certificates to teachers and professional personnel [administrators, librarians, and guidance counselors], and accredits [public] schools."
Reasons for Collection	1) "To accredit schools." 2) "To determine need of schools." 3) "To inform public."
Collection Mechanisms/ Data Sources	Data are collected annually from state agency libraries and from the 150 local education agencies for public schools of all types except vocational high schools, using the following forms: 1) Annual Accrediting Report (Elementary or Secondary as appropriate); 2) Mississippi Public School Annual Report, Expenditures; 3) Annual Report to Educational Media Services, Division of Instruction, State Department of Education; and 4) Certified Personnel Report.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries. "Local school systems use this code to submit financial reports to the State Department of Education."
Information Collected	Data pertaining to libraries include: physical library facilities, budget, materials and reference books, collection size, staff, expenditures, and personnel assignments.
Personnel/ Costs	No information was provided on full-time equivalent staff or costs for library data collection activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the types of data collected, "schools give inaccurate counts of books."
End-Products	A published bulletin on current per pupil expenditures is prepared, but no copies were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Division of Junior Colleges
P.O. Box 771
Jackson MS 39205

Responsibilities/ Functions	The Division's function is to "execute state laws and policies pertaining to public junior colleges." It has regulatory responsibilities for these colleges.
Reasons for Collection	1) "Determine if [a] junior college meets accreditation requirements." 2) "Public information."
Collection Mechanisms/ Data Sources	Data are collected annually from all public junior colleges, via a reporting form (no information was provided as to a form title or number). The total number of possible respondents is 16; there was a 100% response the last time the form was distributed.
Accounting Codes	The Division uses an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are requested on personnel, physical facilities, collections, circulation, student use, finances, and branch libraries. "Only a limited amount of data" are collected.
Personnel/ Costs	Minimal staffing and expenditures are reported: for Fiscal Year 1971, 1/1000ths persons and $100.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Lack of detailed data" [because of] "lack of staff to process and handle."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The information collected is not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Division of Public Schools
P.O. Box 480
Jefferson City MO 65101

Responsibilities/ Functions	"This Division is charged with the duties of: classification [accreditation] of all public schools according to established criteria; certification of all public school teachers; apportionment of financial aid to schools according to law; establishment of reporting standards and receiving of all required reports from school districts; publishing annual reports; and numerous other duties as determined by legislative acts."
Reasons for Collection	1) "Fiscal accounting." 2) [As part of a] "status study."
Collection Mechanisms/ Data Sources	Public school library data are reported by the 629 local school districts via an annual Report of Secretary of Board (Form FD/5). A report entitled Evaluation of Central School Library (Form LS-2) is requested on an irregular basis.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries--salaries of librarians, expenditures for library books and supplies, etc.--and is used by local educational agencies.
Information Collected	Limited fiscal data (librarians' salaries, expenditures for library materials, and ESEA Title II funds) are regularly reported in the annual district report. The Evaluation of Central School Library report requests data on library staffing, collection, circulation, physical facilities, cataloging, and use of the library.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	The Department publishes an annual statistical Report of the Public Schools of the State of Missouri, which includes disbursements for school library resources, librarians' salaries, and ESEA Title II library resources.
Reporting/ Distribution Channels	The library data collected are not officially reported to any other agency. The annual report is available to public school officials and requesters approved by the Director of School Finance & Statistics.
Future Plans	None.

COMMISSION ON HIGHER EDUCATION
600 Clark Avenue
Jefferson City MO 65101

Responsibilities/ Functions	The Commission is responsible for the coordination of higher education in Missouri. It is charged by law to make appropriation recommendations for higher education to the Governor and General Assembly prior to each legislative session. The Commission does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "[To provide] state-wide summary data." 2) "[For] comparative data among institutions and sectors." 3) "Cooperation with U.S. Office of Education."
Collection Mechanisms/ Data Sources	Data pertaining to libraries are collected indirectly, as the Commission is the state collection agent for the HEGIS forms of the USOE and retains one copy of these forms for the state's use. The library data thus collected concern state, local and private 4-year and 2-year colleges and universities. The last time the HEGIS forms were distributed there were 73 possible respondents, all of which submitted the forms. Currently, there are 77 possible respondents.
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected via the HEGIS forms cover the libraries' collections, staffing, expenditures and budgets.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.02; the estimated expenditure for Fiscal Year 1969-70 was $300. (The HEGIS forms are distributed once a year and the data are included in the two reports mentioned above; therefore, the respondent estimates time is less than one hour per week on a 12-month basis.)
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to collecting data, "submission by requested deadline" is a problem and inaccuracies encountered include the "equating of part-time to full-time [and the] failure to complete some items." The "lack of continuity in content and frequency of the HEGIS 2300-5 Information Form" causes difficulties in the use of information collected. As far as processing information is concerned, "completeness and comparability of data might pose problems for analyzing," but the Commission has not really attempted to go beyond mere reporting.

End-Products	The Commission publishes a *Higher Education Statistical Report*, which includes a section on college and university library holdings and staff data; and an annual report entitled *Appropriations Recommendations and Institutional Reports of Income and Expenditures and Report on Administration of Federal and Federally Related Programs*, which includes reports of library construction by colleges and universities.
Reporting/ Distribution Channels	The data collected on the HEGIS forms are officially reported to the USOE. Data on appropriations and budget recommendations are submitted to the Governor and General Assembly.
Future Plans	"[The] matter of *all* data collection, processing, and dissemination is under study and changes will be made--but specifics not yet decided."

STATE LIBRARY
308 East High Street
Jefferson City MO 65101

Responsibilities/ Functions	The State Library has regulatory responsibilities for all public libraries in Missouri. It provides "service to citizens without local public libraries, support service, advice [and] consultation to local public libraries."
Reasons for Collection	1) "To know [the] activity of local public libraries." 2) "To report that activity." 3) "To analyze [the] progress of local libraries."
Collection Mechanisms/ Data Sources	Data are collected annually from all local public libraries via a Statistics Report form and from the libraries of all public and private higher education institutions via a College and University Libraries Annual Report form. The last time the forms were distributed, 132 of a total of 157 public libraries responded, and 61 college and university libraries responded out of 87. Some data is also collected from private special libraries.
Accounting Codes	The Library does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are collected on staffing patterns, finances, circulation, and cooperative services. The Library requests "only data which is obviously valuable."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1 and the estimated expenditure for Fiscal Year 1970 was $5,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to collecting information, "collection is incomplete except for public libraries" and "greater detail sometimes would be helpful." Difficulties in the use of information are the "lack of uniform definitions for measurements."
End-Products	The Library publishes an annual *Directory of Missouri Libraries: Public, College and University*, which includes statistics on salaries and other expenditures, holdings, and circulation.
Reporting/ Distribution Channels	Data are officially reported to the Governor and State Legislature. The *Directory* is available on request.
Future Plans	None.

DEPARTMENT OF ADMINISTRATION
Budget Bureau
Capitol Building
Helena MT 59601

Responsibilities/ Functions	"The Budget Bureau assists in the preparation and administration of the State of Montana budget by aiding the Governor and Legislature in allocating fiscal resources to meet public needs, and insures that governmental agencies carry out State programs efficiently and effectively in compliance with legislative intent."
Reasons for Collection	"The data [are] utilized in preparation of a biennial budget."
Collection Mechanisms/ Data Sources	Data concerning libraries are collected from state-supported 4-year colleges and universities, public libraries, and all state institutions (hospitals, correctional institutions, etc.).
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all state agencies but "in many instances it is not possible to relate these costs directly to a library or information center."
Information Collected	The data collected relate to costs and expenditures but "the libraries are often included in a program with other costs and no attempt is made to segregate the library costs."
Personnel/ Costs	The figure given for full-time equivalent staff engaged in library statistics activities is 8. No information on estimated expenditures was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to collecting data, the information is "combined with other costs and not directly identifiable to libraries." No difficulties in the use of data or the processing of data are reported.
End-Products	The Bureau prepares the Executive Budget.
Reporting/ Distribution Channels	The data are officially submitted to the State Legislature. The Executive Budget is available on request subject to supply limitations.
Future Plans	"Changes in object of expenditure categories and changes in agency designation due to reorganization of the Executive Branch" are planned.

COMMISSION FOR THE HIGHER EDUCATION FACILITIES ACT, 1963
1231 11th Avenue
Helena MT 59601

Responsibilities/ Functions	The Commission functions as the administrative agency for Titles I, III, and VI of the Higher Education Facilities Act of 1963. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Facilities planning." 2) "Academic planning."
Collection Mechanisms/ Data Sources	Data are collected from public and private four-year colleges and universities and two-year community and junior colleges. There are a total of 12 possible responding institutions, all of which comply with the request.
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected are limited to those concerning space and enrollment.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is one. No information was provided on costs.
Equipment Used	Data processing and computer equipment are used, with data stored both on punched cards and magnetic tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to the USOE under the HEGIS program.
Future Plans	None.

UNIVERSITY SYSTEM
Office of the Executive Secretary
1231 11th Avenue
Helena MT 59601

Responsibilities/ Functions	This Office acts as the "coordinating agency and secretariat for all units of the Montana University System and [as] staff for the Board of Regents." The Office does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"To measure and plan for future facilities needs."
Collection Mechanisms/ Data Sources	Data are collected from public four-year colleges and universities and two-year junior and community colleges concerning their libraries. There are a total of six possible responding institutions, all of which comply with the request.
Accounting Codes	The Montana University System does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected are limited to those concerning space and enrollment.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is given as one. No information was provided on costs.
Equipment Used	Data processing and computer equipment are used, with data stored both on punched cards and magnetic tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to the State Legislature and to USOE under the HEGIS program.
Future Plans	None.

STATE LIBRARY
930 East Lyndale Avenue
Helena MT 59601

Responsibilities/ Functions	The State Library has certification responsibilities for public librarians, although this power is not exercised. The Library provides service to the state government and state institutions, supplementary services to public libraries, services to the handicapped, promotes the development of public libraries, and distributes state documents.
Reasons for Collection	1) "Support of public library development." 2) "Comparison by localities for budget support." 3) "Required in law."
Collection Mechanisms/ Data Sources	Data are collected annually from public libraries, local public and private elementary, junior high, and senior high school libraries, state correctional institution and mental hospital libraries, and special libraries. There are 964 possible school library respondents, 389 of which supplied information the last time it was requested. There are 79 local public libraries, 77 of which responded to the last request.
Accounting Codes	The State Library does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data collected include statistics on finances, book collection and circulation, and personnel.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.13. The costs for Fiscal Year 1971 was $2,435.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The State Library publishes the Library Directory of Montana and Statistics of Montana Public Libraries annually. The Directory lists city and county libraries; school libraries; academic, special, and private libraries; and library associations. The Statistics compendium includes data on holdings, circulation, and staff.
Reporting/ Distribution Channels	The data collected are officially reported to local governments, and the data which are routinely collected on the operations of the State Library itself are reported to the Governor. The two publications are available on request and are automatically distributed to public, school and academic libraries, state library agencies, accredited library schools, library trustees, school administrators, and members of the Montana Library Association.
Future Plans	None.

OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION
State Capitol
Helena MT 59601

Responsibilities/ Functions	The function of the Superintendent's Office is "to serve all elementary, secondary, and post-secondary schools in the State of Montana." It has regulatory and accrediting responsibilities for elementary, secondary, post-secondary, and vocational schools; and certification responsibility for teachers.
Reasons for Collection	1) "Accreditation." 2) "Certification."
Collection Mechanisms/ Data Sources	Data are collected directly from 896 public elementary and secondary schools via an annual Fall Report.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	The High School Fall Report requests data on librarians' professional training.
Personnel/ Costs	No information was given on full-time equivalent staff engaged in library statistics activities, and the expenditure "cannot be estimated."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Problems are encountered with respect to "circulation data."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF ADMINISTRATIVE SERVICES
Budget Division
State Capitol
Lincoln NB 68503

Responsibilities/ Functions	The Budget Division "prepares the Governor's budget and administers the approved budget." The Department has regulatory responsibilities for "all state agencies which now or in the future might engage in data acquisition, storage, or information retrieval programs."
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	Data are collected directly from the libraries of state-supported four-year colleges and universities, public libraries, state agency libraries, and state library extension agencies. Information is taken from the biennial Operating Request Budget which is submitted by each department and agency of the state government. There are a total of 80 possible reporting sources.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by other agencies. "The Accounting Division of the Department of Administrative Services maintains records for all state agencies."
Information Collected	Data are limited to financial information and are collected for state-supported institutions only.
Personnel/ Costs	No information was provided.
Equipment Used	No information was provided.
Difficulties Encountered	No information was provided.
End-Products	The Executive Budget and the Annual Fiscal Report prepared by this Department, include data on income and expenditures for college and university libraries.
Reporting/ Distribution Channels	The data are officially submitted to the Governor and the State Legislature.
Future Plans	No information was provided.

DEPARTMENT OF EDUCATION

233 South 10th Street
Lincoln NB 68508

Responsibilities/ Functions	The Department "collects data from the public schools, machine processes it and then disseminates the information to appropriate staff of the Department and to the Legislature and to the public." It has accrediting responsibilities for the public school districts in the state.
Reasons for Collection	1) "To determine accreditation and approval level." 2) "To provide basis for leadership to Boards of Education."
Collection Mechanisms/ Data Sources	Data are collected annually from all public elementary, junior high, and senior high schools. The following reports include some information on libraries: 1) Annual Finance Report of Nebraska Public School Districts, required by statute from all local public school districts. There are 1336 possible respondents. 2) Annual Report to the North Central Association of Colleges and Secondary Schools. This report is submitted to the State Department of Education under administrative regulation by all the secondary schools accredited by the North Central Association. The Department prepares the overall report to the Association. There are 152 possible respondents. 3) Minimum Rules and Regulations for the Approval of Public School Districts for the Collection of Free High School Tuition and Exemption from the Free High School Tuition Tax Levy. This report is required by statute and administrative regulation on an annual basis from school districts with approved (legal) status. There are 41 possible respondents.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries is used exclusively by this agency.
Information Collected	The data available from the above reports are: expenditures for library and audiovisual materials and media programs, salaries and staff information, and size of collection.
Personnel/ Costs	The total full-time equivalent staff engaged in library statistics activities is 1.0. Expenditures for Fiscal Year 1970 was $15,000.
Equipment Used	Data processing and computer equipment are used, and the data are stored on magnetic tape.
Difficulties Encountered	None reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	As mentioned, the Department submits an Annual Report to the North Central Association of Colleges and Secondary Schools.
Future Plans	None reported.

DEPARTMENT OF EDUCATION
Title II Office, ESEA
233 South 10th Street
Lincoln NB 68508

Responsibilities/ Functions	The function of this Office is supervisory "to assure compliance with federal and state regulations." It has a regulatory responsibility for public school districts and Educational Service Units.
Reasons for Collection	1) "The equitable distribution of Title II funds." 2) "Some determination pertinent to maintenance of local effort; assist in determining point value pertinent to the allocation of funds."
Collection Mechanisms/ Data Sources	Data are collected indirectly from the libraries of public elementary, junior high, and senior high schools and from Educational Service Units via Form A, Title II ESEA Application to Participate, and Form A-ESU for Educational Service Units. This information is requested annually from the approximately 350 school districts or service units participating in the Title II program. The last time the report was distributed 252 responses (72%) were received.
Accounting Codes	No accounting code system specifying costs pertaining to libraries is used.
Information Collected	Data includes a count of all library materials; average number of titles per attendance center; number of film items; staffing and professional qualifications; clerical staffing; hours per week in media center; staffing patterns for processing items; and physical facilities.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1+; the estimated expenditure for Fiscal Year 1971 was $3,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Information frequently too general."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

HIGHER EDUCATION FACILITIES COMMISSION

1620 M Street
Lincoln NB 68508

Responsibilities/ Functions	The Commission's function is "the preparation and administration of state plans for participation in Titles I and III of PL 88-204 and Title VI A of PL 89-329." The Commission has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Determination of existing higher education facilities." 2) "Projection of higher education construction needs." 3) "Institutional reporting requirements.
Collection Mechanisms/ Data Sources	Data are collected annually from public and private higher education institutions. Data collection is a voluntary effort; there are 30 possible respondents. The three Physical Plant Inventory forms used in collecting data are: N101 Data Tabulation Sheet: Building Evaluation; N111 Data Tabulation Sheet: Room Inventory, Type #1; and N102 Data Tabulation Sheet: Room Inventory, Type #2 (Gross Area).
Accounting Codes	The Commission does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data collected relate only to "types of space; i.e., physical facilities data." This includes type of building, capital investment, building owners, present condition of building, renovations, room dimensions, and assigned areas and uses.
Personnel/ Costs	No information was provided on staff and expenditures for library statistics activities.
Equipment Used	Card sorting and computer equipment are used and the data are stored on punched cards and magnetic tape.
Difficulties Encountered	With regard to the types of data collected, problems are "incompleteness, data not current." In processing data, "our coding system may co-mingle spaces throughout a campus which are used for typical library functions with those in the actual library. This is remediable."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to USOE as part of the HEGIS surveys.
Future Plans	None.

DEPARTMENT OF EDUCATION
Heroes Memorial Building, Carson Street
Carson City NV 89701

Responsibilities/ Functions	The Department has regulatory responsibilities for public schools, licensing responsibilities for private schools, and certification responsibilities for public school teachers.
Reasons for Collection	1) "To determine proper certification of persons serving as librarians." 2) "To determine amounts of money expended for acquisitions of library books." 3) "To determine existence, or non-existence of a library within a school."
Collection Mechanisms/ Data Sources	Data are collected regularly concerning the libraries of local public elementary, junior high, vocational high, and senior high schools. One of the collection forms is the assignment statement filled out for each certificated employee, indicating whether or not the employee is assigned as a librarian.
Accounting Codes	The Department uses an accounting code system which identifies costs pertaining to libraries and which is used by all the public school districts.
Information Collected	In addition to the number of librarians employed, data are collected on librarians' salaries and expenditures for library books and other library materials.
Personnel/ Costs	No staff assignments or expenditures for library statistics activities were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	A statistical tabulation is prepared which indicates salary data and library expenditures by school district.
Reporting/ Distribution Channels	The data collected are officially reported to other state agencies and the U.S. Office of Education.
Future Plans	None.

STATE LIBRARY
Carson City NV 89701

Responsibilities/ Functions	The Library provides a "full range of library services to all branches, agencies, boards and commissioners of state government; [acts] as coordinator and back-up of all public libraries; [and promotes] state-wide public library development." The Library has regulatory responsibilities for public libraries and state-controlled institutions awarded federal grants to the extent of determining their compliance with federal regulations.
Reasons for Collection	1) "Data input for effective language planning for statewide library development." 2) "Performance of coordinative role of State Library agency." 3) "Check on qualitative and quantitative performance of services."
Collection Mechanisms/ Data Sources	Data are collected regularly from state 4-year and 2-year colleges and universities, local public schools, local public libraries, state correctional institutions and state mental hospitals, local general hospitals, special libraries, and federal specialized information or data centers. The Public Library Report form is sent annually to 21 possible responding libraries, all of which cooperated the last time the data was requested. Statistical reporting forms are also sent to 17 special libraries, 6 institutional libraries, and 4 academic libraries. An annual school library personnel reporting form is sent to the 17 school districts.
Accounting Codes	The State Library does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are collected on personnel, finances, circulation, and library services.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.035; the estimate expenditure for Fiscal Year 1971 was $300.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, special and federal institutions are not required to report and inaccuracies of reporting due to untrained personnel and lack of verifiable base data occur. The inaccuracies most frequently encountered involve the number of "items processed (volumes vs. titles)." With regard to the reporting and use of data, problems encountered involve the "timing of replies" and the "lack of concentrated staff time."

End-Products	The State Library publishes a Biennial Report describing its accomplishments, listing its publications, and tabulating its expenditures. In cooperation with the Nevada Library Association, the Library publishes a periodical entitled Nevada Libraries, which includes an annual directory issue of public libraries, academic and special libraries, school libraries, and Friends of the Library organizations.
Reporting/ Distribution Channels	The data collected are officially reported to the Governor and State Legislature. Issues of the Nevada Libraries are available to non-Nevada Library Association members for a fee.
Future Plans	The Library is currently studying its forms and end-products in order to determine what, if any, changes should be made.

STATE LIBRARY
20 Park Street
Concord NH 03301

Responsibilities/ Functions	The Library is responsible for the "Legislative Reference Service, Law Library, General Reference Service, and Advisory and Planning Assistance." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Analysis of progress." 2) "Comparison of libraries." 3) "Total picture for state."
Collection Mechanisms/ Data Sources	Data are collected directly from 231 local public libraries by means of an annual Public Library Report, which is required by statute.
Accounting Codes	No accounting code system is used by the Library to identify library costs.
Information Collected	Information is collected on annual circulation and use, juvenile and adult bookstock, finances, registration, hours open, reference service, book selection, library service, physical features, administration, and staff.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.5, with the Fiscal Year 1971 expenditure given as $4,700.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The "time element needed to gather and verify" statistics from libraries was the only problem reported.
End-Products	Statistics on circulation and finance for each public library and total number of volumes and circulation for all public libraries are published in Library Statistics on an annual basis. The publication also includes library statistics for the state's higher education institutions.
Reporting/ Distribution Channels	Library data are officially reported to the Governor and the public libraries.
Future Plans	None.

DEPARTMENT OF EDUCATION
Office of Management Information
225 West State Street
Trenton NJ 08625

Responsibilities/ Functions	The Office of Management Information has internal regulatory responsibilities over other divisions of the Department of Education and is divided into four functional branches: special projects, statistics, data processing, and evaluation.
Reasons for Collection	1) "Management information." 2) "USOE requests." 3) "To serve organizations and the public by responding to requests for information about education in New Jersey."
Collection Mechanisms/ Data Sources	Data are collected regularly concerning public school libraries and are taken from an annual Fall Report (form NJDE 911-4B) submitted by all 601 local school districts.
Accounting Codes	The Office does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected are limited to staffing information and to whether or not individual reporting schools have a centralized media center. This Office does "not presently collect financial, vocational and library statistics. These are currently collected by other Offices in the Department."
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used and the data are stored on punched cards, magnetic tape, and disks.
Difficulties Encountered	With regard to the collection of information, the "lack of timeliness, duplication of collection efforts, [and] lack of standard definitions and terminology" are problems. With regard to the use and handling of information, "processing [data] in time to be most useful" and the "lack of sufficient clerical staff [and] unavailability of sufficient in-house time and computer facilities" have caused difficulties.
End-Products	An annual Fall Report is compiled surveying enrollment, dropouts, staff, and other selected summary information.
Reporting/ Distribution Channels	Data collected pertaining to libraries are officially submitted to the federal government.
Future Plans	"The use of outside computer facilities more extensive than our own" is contemplated, and "continued consolidation of statistical forms" is planned.

NEW JERSEY

3424

DEPARTMENT OF EDUCATION
Division of State Library, Archives and History
185 West State Street
Trenton NJ 08625

Responsibilities/ Functions	The functions of the State Library are to "maintain general reference, legislative reference, law library, documents depository, archival, local-county-state records management, deposit and exchange and interlibrary loan services; provide advisory services for public, school, college/university, special and institutional libraries; coordinate [the] statewide system of libraries; administer state and federal funds; [and] gather and publish statistics on libraries in the state." The Library has regulatory responsibilities over public libraries receiving state aid.
Reasons for Collection	1) "Compliance with regulations." 2) "Determination of state aid." 3) "Comparison with state and national standards."
Collection Mechanisms/ Data Sources	Data are collected directly from the libraries of public and private elementary, junior high, and senior high schools, from local public libraries, and from the libraries of state correctional institutions, special hospitals, and mental hospitals.
Accounting Codes	The Library does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Statistics on personnel, expenditures, salaries, circulation, and total collection are gathered. These statistics are limited to headquarters library and total system figures; no details for branches or other outlets are reported.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.0 and the estimated expenditure for Fiscal Year 1971 was $13,150.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards.
Difficulties Encountered	With regard to the collection of data, problems are that "institutional library data [are] not yet regularized in terms of data and periodicity," that "data are not verified," and that there is "insufficient training and instruction in data gathering." In using the statistics, "exact compliance with regulations [is] unsure" because "data verification [is] not possible." Analysis of data collected has not been possible "because of limited staff and funds."

End-Products	The State Library publishes *New Jersey Public Libraries Statistics*, containing information on population served, income, expenditures, staff, collection, circulation, and hours of service for libraries within each county; as well as a directory of individual public libraries. *School Library Statistics* includes data from public and private schools on enrollment; professional, clerical, and volunteer staff; book expenditures from local and federal funds, as well as expenditures per pupil; audio-visual expenditures; total book stock; and size of elementary and secondary collections of book and non-book materials. The *School Library Directory* lists schools by county and names the librarian of each.
Reporting/ Distribution Channels	The school library statistics collected are officially reported to USOE in connection with the administration of ESEA Title II. The statistics collected on the operations of the State Library itself are submitted to the Department of Education for annual reports and budget data. The reports cited above are available on a limited basis to the public and school libraries.
Future Plans	None.

DEPARTMENT OF LABOR AND INDUSTRY
Labor and Industry Building
John Fitch Plaza
Trenton NJ 08625

Responsibilities/ Functions	The Department's functions fall into four major program categories: manpower, social insurance, labor standards, and economic development. The Department has regulatory responsibilities for all business firms, for the enforcement of labor safety regulations, and for state government employees; licensing responsibilities for private employment agencies and some equipment operators; and certification responsibilities for some industrial inspectors and employers.
Reasons for Collection	1) "To determine for publication purposes hourly wages for this segment of labor market activity." 2) "To determine for informational purposes [the] accident rate for the industry." 3) "As a management guide in the enforcement of occupational safety standards."
Collection Mechanisms/ Data Sources	Data are collected via a number of statistical reporting forms from institutions of higher learning, public and private school libraries, public libraries, institutional libraries, state and state agency libraries, local government agency libraries, special libraries, specialized information or data centers, and library extension agencies.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by all state employment security agencies funded by the Manpower Administration, U.S. Department of Labor.
Information Collected	Data are restricted to hours worked, earnings, on the job accidents, and insurance.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used, and data are stored on punched cards and magnetic tape.
Difficulties Encountered	With regard to the collection of information, within its narrow confines of interest the Department has found few shortcomings. No difficulties in using or processing data have been encountered.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to the U.S. Department of Labor and to all New Jersey state government agencies.
Future Plans	None.

DEPARTMENT OF EDUCATION

Education Building, Don Gaspar Street
Santa Fe NM 87501

Responsibilities/ Functions	The Department collects "census data on children in public and private schools, pupil attendance data, teacher certification and salary data, pupil progress reports, supervision of federally funded programs, [and] statistics on plant facilities and utilization." It exercises regulatory responsibilities for local education agencies and area vocational schools; licensing responsibilities for post-secondary proprietary schools; accrediting responsibilities for public and private elementary and secondary schools; and certification responsibilities for public school, adult education and vocational education teachers, and public school administrators and supervisors.
Reasons for Collection	1) "School accreditation." 2) "Funding purposes." 3) "Analysis to provide improved services."
Collection Mechanisms/ Data Sources	Data are collected from public junior and community college libraries and from both public and private elementary, junior high, vocational high, and senior high school libraries. The data on elementary and secondary school libraries are taken from electrographic mark sense IBM cards, which are submitted by all 718 possible respondents.
Accounting Codes	The Department does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data collected concern space, total number of volumes, expenditures, and staffing.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used, and data are stored on punched cards.
Difficulties Encountered	With regard to the collection and use of data, problems encountered have been "insufficient time and insufficient staff," "lack of sophisticated technological equipment," "inaccurate computation, incomplete forms, [and] misunderstood instructions," and the fact that "data is not always complete." In processing data, problems have been "insufficien machine time [and] inaccuracy in some data submitted."
End-Products	The end-product is a computer printout summary report for each school, listing hours of service, seating capacity, book stock, budget, expenditures, and staff.
Reporting/ Distribution Channels	The data collected are officially submitted to the State Legislature and the State Board of Education.
Future Plans	The Department plans to install storage tapes and drums.

STATE LIBRARY
300 Don Gaspar Street
Santa Fe NM 87501

Responsibilities/ Functions	The State Library functions "to encourage local library service and promote an effective state-wide library system; to supply advice and information to existing libraries and aid in establishing new libraries; to cooperate with other educational services and governmental agencies in the state, and with library agencies of other states, and with national library agencies." The Library has certification responsibilities for qualified librarians.
Reasons for Collection	1) "To interpret state-wide library service to legislators, etc." 2) "To make studies of library needs." 3) "To aid in improving state-wide library service."
Collection Mechanisms/ Data Sources	Data are collected directly from the 35 local public libraries through the use of a required Annual Report form. Data are also collected on the libraries of state correctional institutions, general hospitals, special hospitals, mental hospitals, and rehabilitation facilities.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by all state agencies.
Information Collected	Data are collected on staffing, hours of operation, collection, circulation, and finances of public libraries.
Personnel/ Costs	No information is available on full-time equivalent personnel involved in library statistics activities, or on expenditures for these activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Library publishes an *Annual Report*, which describes its own activities as well as compiles data on public libraries, including population served, number of registered borrowers, hours of service, circulation, total volumes, volumes per capita, income, and expenditures.
Reporting/ Distribution Channels	Data collected are officially submitted to the Governor and to the USOE. Statistics collected on the operations of the State Library itself are submitted to the Governor. The *Annual Report* is available on request.
Future Plans	None.

DIVISION OF THE BUDGET
Statistical Coordination Unit
State Capitol
Albany NY 12224

Responsibilities/ Functions	This Unit serves "as coordinative liaison between Research/Statistics units in various State agencies and the State's central agencies (such as Budget and Office of Planning Services); serve as liaison with Federal statistics-producing agencies; provide review of budget for research/statistics projects; conduct special evaluative studies; provide technical assistance (research design, statistical techniques, etc.); and disseminate statistical data as well as information on completed projects." The Unit has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"For inclusion in the comprehensive collection of data published and disseminated as the single statistical reference source on many facets of New York State."
Collection Mechanisms/ Data Sources	Data are collected on public libraries. No reporting or survey forms were submitted.
Accounting Codes	The accounting code system does not specify costs pertaining to libraries and information centers.
Information Collected	The data collected are limited to total library professional and non-professional staff and expenditures for public libraries. "Since we have never received suggestions or requests to include information about other types of libraries or information centers in our publication, the Statistical Yearbook, there has apparently been no widespread need for that data among our clients."
Personnel/ Costs	The time spent by the editor and compiler on library statistics is probably "less than 2 days of her entire annual time;" expenditures are "negligible."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None reported.
End-Products	The Unit publishes the New York State Statistical Yearbook, a comprehensive statistical compendium, and guide to major statistical sources in the state government. Data are included on the number of public libraries and systems, staff size, and total expenditures.
Reporting/ Distribution Channels	Data are not officially reported to any other agency.
Future Plans	None.

DEPARTMENT OF LABOR
Division of Employment
Building 12, State Office Building Campus
Albany NY 12201

Responsibilities/ Functions	This Division collects the unemployment insurance taxes, is responsible for payment of benefits, and administers the New York State Employment Service. It has regulatory responsibilities for all employing establishments which are liable for contributions under the New York State Unemployment Insurance Law.
Reasons for Collection	1) "To obtain information on employment and payrolls." 2) "To prepare reports required by the federal government." 3) "To analyze costs of unemployment insurance coverage."
Collection Mechanisms/ Data Sources	Data are collected directly from "nonprofit libraries subject to coverage under the Unemployment Insurance Law."
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	All data collected pertain to employment and payroll.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.001 and the estimated expenditure for Fiscal Year 1972 is $7.00.
Equipment Used	Data processing equipment is used but data are not stored in a machine-readable form.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are officially reported to the U.S. Department of Labor.
Future Plans	None.

Agency Profile NEW YORK 3652

STATE EDUCATION DEPARTMENT
Bureau of School Libraries
Washington Avenue
Albany NY 12224

Responsibilities/ Functions	The Bureau of School Libraries has a regulatory responsibility for the administration of ESEA Title II and NDEA Title III programs; provides technical assistance to school districts, institutions, libraries, etc.; reviews project grant applications; monitors and evaluates categorically funded projects; develops demonstration programs; oversees contract development and monitoring; prepares reports; plans and prepares publications; delivers direct library services using circulating collections; has planning responsibilities for school libraries; conducts inservice training; conducts meetings; provides speakers and representation at conferences; and assigns task forces for special projects.
Reasons for Collection	1) "Determine current school library practice in respect to personnel, facilities, collections, equipment, expenditures and services." 2) "Eligibility of school districts to receive Federal funds." 3) "Awards of Federal grants and evaluation of grant programs."
Collection Mechanisms/ Data Sources	Data are collected on libraries of public schools of all types and from Boards of Cooperative Education, both by reports from the libraries themselves or from their parent schools. The annual Survey of School Libraries uses several reporting forms, copies of which were submitted: 1) Regional Center Form; 2) BOCES Form; 3) District Form; and 4) School Form. Data on ESEA and NDEA programs are collected via: 1) Annual Report ESEA II; 2) ESEA II Basic Grant Application; 3) ESEA II Individual School Project Application Form; 4) ESEA II--NDEA III Summary of Encumbrances; 5) ESEA II Special Purpose Incentive Grant Application; 6) Title II (ESEA) Evaluation of Special Purpose Grant Project; 7) ESEA II--NDEA III UNIGRANT Application; and 8) NDEA III Application for Project Approval.
Accounting Codes	No information was provided.
Information Collected	Data collected from the Survey of School Libraries concern personnel, facilities, collections, equipment, expenditures, and library services. Data on ESEA and NDEA programs concern expenditures, personnel, amount of materials purchased, and proposed special programs.

Personnel/ Costs	"Normally the equal of 1 staff member's output per week would cover collection of data, etc." No information on costs was provided.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards and in printout form.
Difficulties Encountered	With regard to the collection of data, "computational errors, incorrect interpretations" have occurred. In the use of information, "inconsistencies in responses require major interpretations." Difficulties in handling data are "keypunching errors, minor omissions."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially submitted to the USOE.
Future Plans	None.

STATE EDUCATION DEPARTMENT
State Library
Division of Library Development
Albany NY 12224

Responsibilities/ Functions

"The programs of the New York State Library are those which relate to the intellectual and informational needs of (1) State government and (2) the entire State community ... In addition, the program of the Division of Library Development involves the organization and support of local libraries and library systems for public libraries and for reference and research libraries." The Division "is charged with supervision of the annual reports of public libraries, public library systems, reference and research library resources systems ... [and] receives annual reports of libraries in State institutions."

Reasons for Collection

1) "Obtain information for planning on State and local levels." 2) "Use in chartering and registering public libraries." 3) "Satisfy requirements of Education Law and Commissioner's Regulations."

Collection Mechanisms/ Data Sources

Data are collected directly from the libraries themselves and from their parent institutions for libraries of higher learning institutions, local public libraries, public library systems, and institutional libraries. Forms used to collect data are: 1) Annual Report for Public Library Systems, required of the 26 such systems in the state; 2) Annual Library Report, required of the 701 public and association libraries; 3) General Institution Library Report, requested of 131 possible respondents, 83 of which participated in the last survey; and 4) Technical Institution Library Report, requested of 131 possible respondents and received from 54. Also submitted were sets of instructions for filling out these forms. Questionnaires are also used to collect limited information from the 218 known medical and hospital libraries and the 226 college and university libraries, but no copies of these forms were submitted. Information on college and university libraries is also collected indirectly via the submission of HEGIS forms. Data on school libraries, collected by the Bureau of School Libraries, are also available.

Accounting Codes

The accounting code system identifies costs pertaining to libraries and corresponds to that system used by the public schools and the municipal coding of the State Department of Audit and Control.

Information Collected

Data are not requested from libraries which do not receive public funds (special libraries). Data cover: hours of service, library holdings and circulation, central library facilities and services offered (for public library systems), personnel, library services provided, receipts, disbursements, and capital fund reports.

Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.92; this figure does not include computer, keypunch, or printing personnel. The estimated costs for Fiscal Year 1971-72 are $15,000, not including computer, keypunch, or printing costs.
Equipment Used	Data processing and computer equipment are used but data are not stored in machine-readable form.
Difficulties Encountered	With regard to shortcomings encountered in collection, they "would like more information on school libraries, special libraries, and state agency libraries." Problems in the types of statistics collected are "only [the] inherent shortcomings of statistics which show quantity rather than quality." In handling data collected, the difficulties are: "Process is slower than one would wish. Verification is lengthy. Card punching and computer time not always available when wanted."
End-Products	The Division publishes: 1) *A Directory of College and University Libraries in New York State* and 2) *A Directory of Medical Libraries in New York State*, both of which give brief data on number of volumes, periodical titles, budget, and staffing; 3) *Institution Libraries Statistics*, which gives data on holdings, circulation, expenditures, and staff from state institutions; and 4) *Public and Association Libraries Statistics*, which includes detailed data on population served, funds received, disbursements, capital funds, book stock, circulation, and salaries. In addition to the above, *Excerpts from New York State Education Law, Rules of the Board of Regents, and Regulations of the Commissioner of Education Pertaining to Public and Free Association Libraries, Library Systems, Trustees, and Librarians* are issued in report form, identifying the legal bases and responsibilities of the above libraries and library systems.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency. The published reports cited above are available to any requester.
Future Plans	None.

DEPARTMENT OF ADMINISTRATION
Budget Division
116 West Jones Street
Raleigh NC 27603

Responsibilities/ Functions	The Division's functions are "budget recommendations for General Assembly for all state agency operations and capital improvements; authorization of emergency appropriations; authorization of all travel requests; authorization of new personnel; dissemination of economic and demographic statistics for the entire state; continuing expenditure control over all state monies."
Reasons for Collection	1) "Determine amount of state grant to institutions of higher education." 2) "Determine amount of state grant to each county." 3) "Insure the proper expenditure of money appropriated for libraries."
Collection Mechanisms/ Data Sources	Data concerning libraries and information centers are collected directly from parent institutions and indirectly through the activities of the State Library and the Board of Higher Education. Data sources are public and private post-secondary educational institutions, public libraries, institutional libraries, special libraries, specialized information centers, and schools of library science.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and information centers and is a system which "parallels [the] standard chart of accounts used by most state agencies."
Information Collected	The data collected are budgetary and financial in nature.
Personnel/ Costs	There is no full-time equivalent staff engaged in library statistics activities, and no information on expenditures was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	A Monthly Report on the Budget, prepared for each state agency or institution, lists the latest financial transactions and salaries.
Reporting/ Distribution Channels	The data collected are not officially submitted to any other agency.
Future Plans	None.

BOARD OF HIGHER EDUCATION
1307 Glenwood Avenue
Raleigh NC 27605

Responsibilities/ Functions	"The primary function ... shall be to plan and coordinate the major education functions and activities of the institutions of higher education." In addition, "the Board shall prescribe uniform statistical reporting procedures and policies to be followed by such institutions where it funds such uniformity will promote the purpose of the Board." The Board has regulatory responsibility for approving degree programs in public four-year colleges and universities and licensing responsibilities for degree-granting institutions.
Reasons for Collection	1) "Publication and dissemination." 2) "Evaluation." 3) "Planning."
Collection Mechanisms/ Data Sources	Data are collected from public and private four-year and two-year higher education institutions indirectly via the distribution of USOE HEGIS forms and directly via the issuance of a supplement to the HEGIS forms, entitled Library Collection, Staff, and Expenditures.
Accounting Codes	The accounting code system used does not identify costs pertaining to libraries.
Information Collected	Data collected include library collections, staffing, operating expenditures, funds received, and services.
Personnel/ Costs	No information was provided for these items.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The Board publishes an annual Statistical Abstract of Higher Education in North Carolina, which contains a section of statistics on library collections, salaries, and expenditures.
Reporting/ Distribution Channels	Data collected are officially reported to USOE. The Statistical Abstract is available on request.
Future Plans	None.

COMMISSION ON HIGHER EDUCATION FACILITIES
P.O. Box 2147
Raleigh NC 27602

Responsibilities/ Functions	The Commission inventories the physical space, including library space, of all institutions of higher education in North Carolina. It has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Basis for projecting physical facilities needs." 2) "Basis for better management of existing physical facilities."
Collection Mechanisms/ Data Sources	Data are collected from the 108 public and private four-year and two-year institutions of higher learning via two reporting forms: Building Characteristics and Room by Room Facilities Inventory.
Accounting Codes	The Commission does not use an accounting code system that identifies costs pertaining to libraries.
Information Collected	Data collected concern only physical characteristics, square footage, etc.
Personnel/ Costs	The full-time equivalent staff engaged in the collection of data pertaining to libraries is 0.32 and the estimated expenditure for Fiscal Year 1971 was $3,000.
Equipment Used	Data processing and computer equipment are used, and data are stored on punched cards and magnetic tape.
Difficulties Encountered	None.
End-Products	The Commission publishes a report entitled Facilities Inventory and Utilization Study, which includes data on assignable square feet of library space and recommended utilization standards for libraries.
Reporting/ Distribution Channels	The data collected are officially reported to the National Center for Educational Statistics, USOE. The report is available on request subject to supply limitations.
Future Plans	None.

STATE LIBRARY

109 East Jones Street
Raleigh NC 27601

Responsibilities/ Functions	The State Library has certification responsibilities for public librarians and the State Librarian is an *ex officio* member of the Public Librarian Certification Board.
Reasons for Collection	No information was provided.
Collection Mechanisms/ Data Sources	Data are collected from 112 libraries of state and private institutions of higher education, 146 local public libraries, institutional libraries, and 73 special libraries as required by law via three annual reporting forms: *Public Library Statistical Report*, *Statistics of North Carolina Special Libraries*, and *Library Statistics of Institutions of Higher Education*.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used by all North Carolina state agencies.
Information Collected	Data are collected on staffing, book stock, circulation, audiovisual materials, and finances.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1/20th. No information was provided on expenditures for these activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Not all report. Failure to respond despite statutory provision."
End-Products	The Library publishes a *Biennial Report*, which includes data on appropriations and expenditures of both state and federal funds and a narrative report. It also publishes *Statistics of North Carolina Special Libraries*, *Statistics of North Carolina Public Libraries*, and *Statistics of North Carolina University and College Libraries*. These reports include data on collection, expenditures, and personnel.
Reporting/ Distribution Channels	The *Biennial Report* is submitted to the Governor and is available to libraries, state agencies, and North Carolina state departments on request.
Future Plans	None.

BOARD OF HIGHER EDUCATION
State Capitol
Bismarck ND 58501

Responsibilities/ Functions	The Board is the policy-making body for the governing of the state's higher education system. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Determine adequacy." 2) "Determine data for budget purposes."
Collection Mechanisms/ Data Sources	Data are collected on libraries of public and private four-year colleges and universities and two-year community and junior colleges. Data are collected directly from the parent institutions and indirectly through the use of HEGIS forms.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a fund accounting system used by other agencies.
Information Collected	Data collected are the same as that requested on the HEGIS forms.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is given as 1; information on expenditures is "hardly recorded, it is so small."
Equipment Used	No computer or data processing equipment is used.
Difficulties Encountered	"Data hasn't been used enough to know" if any omissions or inaccuracies exist in the Board's collection activities.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are officially reported to the State Budget Office.
Future Plans	It is planned to go to a computer system and to store data on magnetic tape.

STATE LIBRARY
Bismarck ND 58501

Responsibilities/ Functions	The State Library "is maintained to serve all of the state's residents directly or in cooperation with existing local libraries so that a full range of library resources is readily available to everyone. [It] fosters the improvement of library services throughout the state and coordinates all types of libraries...." The Library has certification responsibilities for public librarians.
Reasons for Collection	1) "Statewide and regional planning." 2) "Publication."
Collection Mechanisms/ Data Sources	Data are collected from the libraries of public and private 4-year and 2-year colleges and universities, local public libraries, institutional libraries, state agency libraries, and state library extension agencies. Data are taken from the mandatory Annual Statistical Report. There are 75 possible responding public libraries, only 50 of which responded the last time data were requested.
Accounting Codes	The Library does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data concern collection, services, income, expenditures, and personnel.
Personnel/ Costs	No staff or expenditures were reported for library statistics activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, the Library has "no authority to require libraries to submit reports on designated forms." No other difficulties are reported.
End-Products	The Library publishes *North Dakota Public Library Statistics*, which includes regional and local statistics on population served and unserved, tax income, other income, operating expenditures, capital expenditures, adult and juvenile holdings and circulation, media holdings, and number of bookmobiles.
Reporting/ Distribution Channels	Data collected are officially reported to the Governor, as are the data collected on the operations of the State Library itself. The statistical report is distributed to the public libraries and to the State Libraries of all 50 states.
Future Plans	None.

DEPARTMENT OF PUBLIC INSTRUCTION
State Capitol
Bismarck ND 58501

Responsibilities/ Functions	The Superintendent of Public Instruction has general supervision of the common and secondary schools and is an *ex officio* member of the Board of Universities and School Lands. The Department has regulatory and accrediting responsibilities for schools and certification responsibilities for professional education personnel.
Reasons for Collection	1) "Accreditation of schools." 2) "Certification of librarians. 3) "[To] update and improve individual libraries."
Collection Mechanisms/ Data Sources	Data are collected directly from local school libraries, instructional materials centers and county libraries for schools.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by the local education agencies as well.
Information Collected	Data collected are limited to that on school libraries and cover both print and non-print materials.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.0 and the estimated expenditure for Fiscal Year 1971 is reported as $15,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The major difficulties in both the use and the handling of data have been "lack of staff and time for analyzing data."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to USOE and the American Library Association.
Future Plans	"Computer equipment will be used...."

DEPARTMENT OF EDUCATION
65 South Front Street
Columbus OH 43215

Responsibilities/ Functions	The Department's functions are "administering educational policy relating to instruction, teaching materials, buildings and equipment, transportation of pupils, finance, and school district organization; administering state and Federal funds to elementary and secondary schools; administering minimum school standards; certifying the qualifications and adequate preparation of public school teachers; accrediting teacher education institutions; providing technical support assistance to school districts."
Reasons for Collection	1) "Statistical reporting." 2) "Regulatory--meeting state minimum standards." 3) "Program planning."
Collection Mechanisms/ Data Sources	The Department collects library data directly from 631 local school districts via an annual Statistical Data Form (II-SD-71) and an Annual Financial Report (Form 25); from 3886 public and private elementary schools via an annual Report of Elementary School Principal (Form 22); from 1152 public and private secondary schools via an annual Report of High School Principal (Form 23); and from the state schools for the blind and deaf and Youth Commission correctional schools. No survey or reporting forms were submitted for the latter categories.
Accounting Codes	The Department uses an accounting code system which is used by all local education agencies to identify library costs.
Information Collected	Data are collected on number of libraries, and audiovisual and media centers; expenditures for staff, books, periodicals, and newspapers by school district; library and audiovisual expenditures, budget for each elementary school; staff reading stations, number and types of volumes, audiovisual facilities, budget, and expenditures for each secondary school; and data required by ESEA-Title II funding.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 2.05, with the Fiscal Year 1971 expenditure reported as $25,400.
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	With regard to types of libraries, shortcomings are "distinction of function of library is often unclear (e.g., professional vs. nonprofessional); failure to distinguish between media center and libraries; library supervisor in school districts are not reflected in statistics." The problem encountered in data use is "reliability of data." With regard to processing data, "manpower commitment to effectively process data approaches the point of diminishing returns."

End-Products	Financial data regarding grants and expenditures under Title II are published in the Department's Annual Report.
Reporting/ Distribution Channels	Library data are officially reported to the U.S. Office of Education, Bureau of Elementary and Secondary Education, Division of State Agency Cooperation and to the Governor and state legislature.
Future Plans	"Revision of instruction for Statistical Data Form II-SD-71."

BOARD OF REGENTS
88 East Broad Street
Columbus OH 43215

Responsibilities/ Functions	The Board of Regents is responsible for the planning and coordination of higher education in Ohio and recommends the budget for each public institution of higher learning. The Board does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	Data are collected for budgetary purposes, facilities planning, and comparison of staffing requirements among institutions.
Collection Mechanisms/ Data Sources	Data are collected annually from public, state-supported colleges and universities using a series of forms which comprise the Institutional Fiscal Report.
Accounting Codes	No information was provided.
Information Collected	Data are collected on facilities and on expenditures for the institutions' libraries and for library science programs.
Personnel/ Costs	No information was provided.
Equipment Used	No information was provided.
Difficulties Encountered	No information was provided.
End-Products	The Board publishes an *Annual Report*, which includes data on library expenditures, and the *Ohio Higher Education Basic Data Series*, which includes data on appropriations, staffing, physical space, and income and expenditures for college and university libraries. Typed financial tables are also prepared for budgeted expenditures per full-time equivalent student.
Reporting/ Distribution Channels	The published material is available to all institutions of higher education, the State Legislature, the Governor, the State Department of Finance, and government agencies of other states, coordinating agencies, etc.
Future Plans	No information was provided.

STATE LIBRARY
65 South Front Street
Columbus OH 43215

Responsibilities/ Functions	"The State Library of Ohio provides books and services to officers and staff of State government; backstops reference and loan service in Ohio libraries; is responsible for a statewide program of development and coordination of library services; and administers State and federal aid for library purposes." The State Library is responsible for adjusting public library district boundaries on request and certifies directors of county district libraries and area library service organizations.
Reasons for Collection	1) "To plan and to study statewide programs and trends (also carries our statutory requirement)." 2) "To make comparisons among libraries (for improvement of salaries, support, etc.)." 3) "To measure how well standards are being met."
Collection Mechanisms/ Data Sources	Data are collected both directly and indirectly via the State Auditor's annual financial statements and the collection activities of USOE for college libraries. In addition to data on post-secondary educational institutions' libraries, data are collected from local public libraries, libraries of state-supported institutions, and special libraries (including state agency libraries). Data for the 69 college and university libraries are additionally solicited via an annual reporting form issued by the Library. Data for the 252 public libraries are reported annually on a form entitled Public Library Statistical Report. Information on institution libraries is taken from the Application Form for Library Services and Construction Act Title IV-A Project Grants for Inmate, Patient or Ward Libraries. A Special Libraries form is sent annually to the 221 special libraries.
Accounting Codes	The accounting code system identifies costs pertaining to libraries and is a uniform code, established by the State Auditor, which is used by all public libraries.
Information Collected	Data are collected on holdings, expenditures, staff, salaries, circulation, receipts, audiovisual materials, extension services, and interlibrary loan.
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape.

Difficulties Encountered	With regard to the gaps in data collection, "not able to gather school library statistics; uniform reporting not used in some types of libraries." Collection problems are "lack of standard definitions for professional and non-professional positions; inadequate or unreliable salary data; inadequate data on audiovisual resources and services." With regard to the use of data, "lack of uniform reporting" is a difficulty.
End-Products	The Library publishes *Rankings of Ohio Public and Academic Library Statistics* which covers circulation, total collection, tax income, total income, expenditures, and staff data. The *Directory of Ohio Libraries* covers the same type of data for public libraries, college and university libraries, special libraries, and institutional libraries. *Ohio's Standard is Excellence* includes statistical data on LSCA grants. In addition to these reports, miscellaneous publications are produced which contain no statistical information.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency. Publications are available on request.
Future Plans	"To re-structure State questionnaire closer to USOE and UNESCO recommendations. To gather additional information for analysis."

STATE BUDGET OFFICE

309 State Capitol Building
Oklahoma City OK 73105

Responsibilities/ Functions	The Budget Office acts as the state accounting office, prepares the state pre-audit of all claims for payment, and prepares the Governor's annual budget.
Reasons for Collection	"Budgeting only."
Collection Mechanisms/ Data Sources	The Budget Office collects library data from the State Library and from state government agencies.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used state-wide.
Information Collected	Data are limited to budget information.
Personnel/ Costs	The full-time equivalent staff engaged in collecting data pertaining to libraries was given as 3. No information was given on expenditures.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	A computer-produced report of expenditures, by object classification, is prepared for each state agency.
Reporting/ Distribution Channels	The data collected are officially reported to the Governor and the State Legislature.
Future Plans	None.

DEPARTMENT OF EDUCATION
Finance Division
State Capitol
Oklahoma City OK 73105

Responsibilities/ Functions	The Department has regulatory responsibilities over local school districts and the Finance Division is responsible for auditing pupils, personnel, transportation, and for allocating state funds for the operation and maintenance of the local education agencies.
Reasons for Collection	Data are collected for "research" and "auditing" purposes.
Collection Mechanisms/ Data Sources	Data are collected on the libraries of local elementary, junior high, and senior high schools through the required submission of an annual report of School District Expenditures (Form FR-3).
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by all local education agencies in reporting their expenditures.
Information Collected	The data collected are limited to expenditures for library supplies and audiovisual materials.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.5 and the estimated expenditure for Fiscal Year 1971 was $2,000.
Equipment Used	Data processing and computer equipment are used, and the data are stored on tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are not officially submitted to any other agency.
Future Plans	None.

DEPARTMENT OF EDUCATION
Division of Library Resources
310 Will Rogers Building
Oklahoma City OK 73105

Responsibilities/ Functions	"This office administers ESEA, Title II funds. We work with and advise ... all public schools in all of their activities pertaining to their library media centers. We [function] in an advisory capacity only, in every way except the handling of Title II funds." The Division does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To be sure that local education agencies participating in Title II funds keep up local effort for library resources...." 2) "To determine needs of local education agencies." 3) "To get statistical information which is given to our superiors and fed back to local education agencies."
Collection Mechanisms/ Data Sources	Data are collected directly from the libraries of local elementary, junior high, and senior high schools, and from the libraries of the state correctional institution and the state school for the deaf. The data are taken from the Applications for Funds under ESEA Title II which are submitted by 423 of the 700 school library media centers.
Accounting Codes	The Division does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected are limited to those public schools which apply for ESEA funds and concern library expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 4 and the estimated expenditure for Fiscal Year 1971 is reported as $43,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to gaps in the data collected, this Division does not collect information from private schools. As far as problems in collecting are concerned, the local education agencies "are not too accurate in [the] statistics they send us." In using the data collected, problems are the fact that it "does not include private schools," that there is "too much estimating by local education agencies," and that "all public schools do not participate in Title II funds."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are officially submitted to the Director of Federal Programs and the State Superintendent of Schools.
Future Plans	"Part of the information we have been getting on our application form will be supplied to us by computers [and] that will shorten our application form."

STATE REGENTS FOR HIGHER EDUCATION
Room 118, State Capitol Building
Oklahoma City OK 73105

Responsibilities/ Functions	The Regents are the coordinating board of control for the state system of higher education. They prescribe standards, determine the functions and courses of study at each institution, grant degrees and other forms of recognition, and recommend to the legislature budget allocations and proposed fees for each institution. The Regents have accreditation responsibility for all institutions of higher education in the state.
Reasons for Collection	1) "Planning for policy development." 2) "Budgeting." 3) "Facilities."
Collection Mechanisms/ Data Sources	Data are collected directly from 42 public and private colleges, universities, and constituent agencies via the annual Educational and General Budget (Form SR-A3), Institution's Annual Report of Current Operating Funds (SR-A6), and Room Inventory Data Sheet (Form CMP 4-67).
Accounting Codes	An accounting code system, taken from the Revised Manual on College and University Business Administration of the American Council on Education, is used to identify library costs.
Information Collected	Data are collected on actual, estimated, and proposed expenditures (three-year period) for books and periodicals, personnel, supplies and materials, equipment, and other current expense; income from film library and library fines; and number of square feet, description, capacity, and function for library rooms.
Personnel/ Costs	No response was given.
Equipment Used	Data processing and computer equipment are used with data stored on punched cards, magnetic tape, and paper tape.
Difficulties Encountered	With regard to types of data collected, the major problems are "library facilities--no standards, poor projection techniques; library budgets and expenditures--no breakdowns by departments, etc."
End-Products	Data are published in Current Operating Income and Expenditures, Oklahoma State Colleges and Universities, Fiscal Year--, which includes library expenditures per institution and per FTE student, comparison of expenditures for four fiscal years, and actual library expenditures and percentage of total expenditures for each constituent agency. The Biennial Report-Part II covers grants received for construction under Title I, HEFA; current expenditures for each institution and agency; and bonded indebtedness for library construction. Capital Improvements Program...1965-1975, A Report on Phase I gives

End-Products (continued)	assignable square feet of permanent library space per institution prior to and at completion of Phase I, assignable square foot cost, type of space provided in new buildings, and cost of project by source of funds.
Reporting/ Distribution Channels	The data collected are not officially reported to any other agency. The Regents' publications are for limited distribution to the state's higher education institutions and governing boards, and to the state legislature.
Future Plans	"Moving into budgeting by program--therefore, the budgeting process involving library information will change."

BOARD OF EDUCATION
942 Lancaster Drive, N.E.
Salem OR 97310

Responsibilities/ Functions	The Board has regulatory responsibility as the state approval agency for institutional Veterans Administration approvals; licensing responsibility for all in-state proprietary schools and their sales representatives and for sales representatives from out-of-state proprietary schools; and certification responsibilities for elementary and secondary school teachers, administrators, counselors, and vocational instructors for secondary schools and community colleges.
Reasons for Collection	1) "To support federal and state programs." 2) "To provide information for evaluation of existing programs." 3) "State law."
Collection Mechanisms/ Data Sources	Data are collected on libraries in public and private community and junior colleges, public and private schools of all types, state special hospitals, and federal specialized information centers. All 350 school districts are required to submit annually the following forms: 1) Budget Resources in Detail, Form No. 81-581-3103; 2) School District Annual Financial Report, Form No. 473-1; and 3) Annual Report of District Personnel, Form No. 81-581-3177. All 1350 public schools are required to submit annually a Fall Report: High Schools, Form No. 81-581-3186; Junior High Schools, Form No. 81-581-3184; and Elementary Schools, Form No. 81-581-3183.
Accounting Codes	The accounting code system used is a state coding system which identifies classes of expenditures by type of expense.
Information Collected	Library data or statistics collected are limited to schools involved in the Title II ESEA program. The data include revenue from ESEA, Titles I, II, III, and VI, and estimated budget for library books and supplies, periodicals, pamphlets and newspapers, and audiovisual materials; actual expenditures for library books, etc.; and full-time equivalency for library aides and librarian/media specialists and librarian and audiovisual specialists.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 24.5, and estimated expenditures for Fiscal Year 1972 are $393,847.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape, disc, and punched cards.

Difficulties Encountered	"Lack of a regular schedule for collection--rather haphazard. Return of information often delayed."
End-Products	*Oregon School District Certificated Personnel* includes data on full-time equivalent librarians by county and school level. *Comparison of General Fund Budgets for Oregon School Districts* includes expenditures for library books and supplies, periodicals, pamphlets and newspapers, and audio-visual materials. General statistical data on the entire school system and information on the ESEA programs are published in *Oregon Education, Biennial Report*.
Reporting/ Distribution Channels	Data collected are officially submitted to USOE. The biennial report is submitted to the Governor and State Legislature.
Future Plans	None.

EDUCATIONAL COORDINATING COUNCIL

4263 Commercial Street, S.E.
Salem OR 97310

Responsibilities/ Functions	The Council's functions are: 1) "Statewide planning, and institutional research for higher education for the State of Oregon; 2) Program administration; and 3) Special studies of selected educational problems." It has no regulatory, licensing, accreditation, or certification responsibilities.
Reasons for Collection	1) "State reports to Legislative Committees." 2) "Federal reports to Health, Education & Welfare and Oregon Board of Education."
Collection Mechanisms/ Data Sources	Data are regularly collected from the higher education system (state-controlled) of Oregon, private colleges, community colleges, and proprietary schools--all institutions which offer education beyond the high school level. Data are thus collected from schools of library or information science which are a part of the above institutions. No survey or reporting forms were submitted.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries is used exclusively by this agency.
Information Collected	The information pertaining to libraries is limited to the number of graduates in the library sciences.
Personnel/ Costs	"The information is a minor by-product of the research function. No specific manpower or funds are allocated to the function."
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards and magnetic tape.
Difficulties Encountered	None reported.
End-Products	No examples containing library statistics or data were submitted.
Reporting/ Distribution Channels	The data collected are officially reported to the Oregon Board of Education and State Educational Committees.
Future Plans	None reported.

STATE SYSTEM OF HIGHER EDUCATION
Office of the Chancellor
P.O. Box 3175
Eugene OR 97403

Responsibilities/ Functions	"The Chancellor, as the Chief Executive Officer of the ... System, is responsible for implementation of the State Board's decisions and plans." The System consists of nine institutions.
Reasons for Collection	1) "Management information." 2) "Comparison with other institutions." 3) "Work load."
Collection Mechanisms/ Data Sources	Data are collected monthly from the nine publicly supported four-year colleges and universities via two reporting forms entitled Statistics of Use and Statistics of Additions.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used exclusively by this agency.
Information Collected	Data deal with interlibrary loan transactions, regular loans, special uses and services, audiovisual materials use, book and non-book material purchased, serial titles received, additions to catalog and index, and unbound periodicals added.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1; no estimate of costs for these activities was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the use of data collected, "they never seem to fit other people's questionnaires."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency
Future Plans	None.

STATE LIBRARY
State Library Building
Salem OR 97310

Responsibilities/ Functions	The functions of the Library are to "promote and foster the diffusion of knowledge among the people through the establishment, improvement, and expansion of free local library resources and services in communities and schools throughout the state and to lend library materials to citizens without local library facilities; supply reference and research materials and services for agencies and officials of the state; and provide resource materials and research services for the members of the Legislature and its interim committees, supplement the resources and services of public, school, academic, and special libraries; and administer an archival program." The Library does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To fulfill legal requirements." 2) "To prepare budget requests." 3) "Miscellaneous planning type research."
Collection Mechanisms/ Data Sources	The Library collects data directly from 89 public and private college, university, and special libraries via annual Library Statistics and Report of Progress forms. Information is collected annually from 184 public libraries by means of the Oregon Public Library Statistical Report (Ad 33) and Special Report for Library Systems (OSL 6/70-150).
Accounting Codes	The State of Oregon Code of Accounts is used to identify library costs.
Information Collected	Data are collected on staff, number of volumes and serials, volumes added, expenditures, and special developments from post-secondary institutions. "Only the identity of the librarian [is requested] from the special libraries." Public libraries submit data on population served, hours, book stock, periodicals, non-book materials, reference, circulation, interlibrary loan, revenues, expenditures, number and qualifications of staff, bookmobile, and branches.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 2.3, with the Fiscal Year 1972 expenditure reported as $20,047.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of data collected, the major problem is "inaccurate compilation." The difficulties in using data are lack of "uniformity of definitions and the limited scope of the statistics [and] continuity over a long time span."

End-Products	Data are published in the annual *Directory of Oregon Libraries*, which includes statistics on circulation, finances, taxable property values, population served, support, and use of public libraries; college, university, and special library statistics; collection and services of the State Library; and a list of Oregon librarians. The *Oregon State Library Biennial Report* includes charts and tables on the State Library collection, circulation, service, and expenditures by program; aid to local government under LSCA Titles I and II; and fund sources.
Reporting/ Distribution Channels	Library data are officially reported to the Governor and State Legislature.
Future Plans	None.

Agency Profile PENNSYLVANIA 4207

BUREAU OF THE BUDGET
425 Capitol Building
Harrisburg PA 17120

Responsibilities/ Functions	This Bureau is responsible for budgetary, program, and planning control of all state agencies and related institutions, and for preparation of the Governor's budget. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Determination of subsidy requirements." 2) "Evaluation of library programs." 3) "[To answer] questions from the public and other Government agencies."
Collection Mechanisms/ Data Sources	Data collected are taken from the annual budget request reports. Data are also collected indirectly through the activities of the Department of Education. Reporting sources are state-supported and private universities and colleges, local public libraries, state libraries, state specialized information centers, public and private schools of library science, and library extension agencies.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by all state agencies.
Information Collected	Data collected are limited to budget and finances.
Personnel/ Costs	The full-time equivalent staff engaged in the collection of data pertaining to libraries is 0.5 and the estimated expenditure for Fiscal Year 1972 is less than $6,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The only problem reported is that "data cannot be easily compared with that from other states."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The data collected are officially reported to the Governor and the State Legislature.
Future Plans	None.

DEPARTMENT OF EDUCATION
Box 911
Harrisburg PA 17126

Responsibilities/ Functions	The Department "provides leadership and services to the educational institutions, both at the elementary and secondary level and in higher education. This organization also carries out the provisions of statutes of the Commonwealth and regulations of the State Board of Education." It has regulatory responsibilities for public school districts and state colleges and certification responsibilities for teachers.
Reasons for Collection	1) "Data requested by USOE." 2) "Data requested by professio personnel of the Pennsylvania Department of Education." 3) "Data requested by respondents."
Collection Mechanisms/ Data Sources	The data are collected directly from the libraries' parent institutions and indirectly via the HEGIS forms submitted to HEW from public and private colleges, universities, and junior and community colleges.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is a system used by all school districts in the State.
Information Collected	Data are collected on staffing and salaries; number of volumes, microtexts and periodicals in the collection; and expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1.0 and the estimated expenditure for Fiscal Year 1971 was $2,500.
Equipment Used	Data processing and computer equipment are used, and the data are stored on magnetic tape.
Difficulties Encountered	No problems are reported with regard to the collection or use of data. With regard to the processing of data, "computer programming is a constant problem, as the form is changed from year to year."
End-Products	The Department issues *Library Resources, Staff and Expenditures at Pennsylvania Institutions of Higher Education* as a number of *Our Colleges and Universities Today*. It includes tables on volumes, microtexts, and serials in the library collections; library staff, hourly assistance, and salaries; and operating expenditures. The *Statistical Report of the Secretary of Education* contains collection data.
Reporting/ Distribution Channels	The data collected are officially submitted to all colleges and universities and are available to any requester.
Future Plans	None.

OFFICE OF COURTS ADMINISTRATION
Call Box 22-A
Hato Rey PR 00910

Responsibilities/ Functions	The functions of this Office are to "establish necessities, prescribe procedures, take and supervise the taking of inventories, purchase books and publications of all kinds, approve layouts, recommend equipment to be purchased, and in general supervise the library activities." This Office has regulatory responsibility for court libraries in Puerto Rico.
Reasons for Collection	1) "Ascertain library needs." 2) "Determine books or collections to be superseded." 3) "Internal check and control."
Collection Mechanisms/ Data Sources	Data are collected directly from the court libraries. No survey or reporting forms were submitted.
Accounting Codes	An accounting code system, used only by this Office, identifies library costs.
Information Collected	Data were not specified.
Personnel/ Costs	No full-time equivalent staff or expenditures for library statistics activities were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to use or application, the statistics collected "frequently do not include the information needed to accomplish our major purposes."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported to the Department of the Treasury of Puerto Rico.
Future Plans	None.

BUREAU OF THE BUDGET
55 Fortaleza
San Juan PR 00904

Responsibilities/ Functions	The Bureau of the Budget is responsible for preparing the annual budget which the Governor submits to the Legislative Assembly. The Bureau provides assistance to the Governor in the exercise of his budgetary, management and other executive responsibilities.
Reasons for Collection	1) "To be used...for budget analysis." 2) "To be better informed."
Collection Mechanisms/ Data Sources	Data are collected from college and university libraries, special libraries, and specialized information and data centers. Data are taken from standard Budget Request Forms.
Accounting Codes	The Bureau of the Budget does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The data collected are budgetary and financial in nature.
Personnel/ Costs	Information on full-time equivalent staff and costs for library data collection activities is not available.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are reported to governmental (state and federal agencies and to various public and private organizations.
Future Plans	None.

DEPARTMENT OF EDUCATION
Hayes Street
Providence RI 02908

Responsibilities/ Functions	The Department, which has regulatory and accreditation responsibilities for school library media centers and certifies media specialists employed therein, administers Title II funds and supervises the centers.
Reasons for Collection	1) "Title II ESEA requirement." 2) "Status of School Media Centers Annual Report." 3) "To verify certification of personnel."
Collection Mechanisms/ Data Sources	Data are collected directly from the media centers of public and non-public elementary, junior high, senior high, vocational, and technical high schools. Data are taken from the annual Inventory Record of Title II Materials and the annual Status Report on personnel and current holdings.
Accounting Codes	This Department indicates it does not use an accounting code system to identify costs of media centers.
Information Collected	Data collected include personnel hours and qualifications, budget, types of current holdings, and inventory statistics on various kinds of Title II materials.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 2.5. No information on expenditures was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to collection of data, "no matter how questions are phrased, someone always misunderstands," and "personnel does not know [the] difference between number of volumes and number of titles, etc." The major difficulty in processing data is that it is "time-consuming to compile statistics manually." No problems were reported in use of data.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are not reported to any other state agency.
Future Plans	None.

DEPARTMENT OF STATE LIBRARY SERVICES

95 Davis Street
Providence RI 02908

Responsibilities/ Functions	This Department is responsible for "administration of the Statewide Library Network including grants for services and construction; the performance of services, and the promulgation and implementation of standards for public libraries; also [administrative] library services to state institutions and to the blind and physically handicapped." The Department has regulatory responsibilities for public libraries, to enforce state standards.
Reasons for Collection	1) "Accountability to authorities." 2) "To permit planning, development, and evaluation." 3) "To back up budget needs with programs."
Collection Mechanisms/ Data Sources	Data are collected directly from 41 local public libraries by means of an annual report and a semi-annual Grant-in-Aid Report; from 4 Regional Library Centers, 3 Special Research Centers, and the Principal Public Library (Providence) by Grant-in-Aid Annual Reports; and from state institutional libraries, state special schools and homes, and state library extension agencies.
Accounting Codes	The accounting code system used to identify costs pertaining to libraries is utilized only by this Department.
Information Collected	The data collected are limited to those submitted by "public libraries that are participants in the Statewide Library Network. (Non-participating do not meet standards.)" Information is gathered on number and types of personnel, circulation, expenditures, referrals, improvements, and services rendered.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 1, with the Fiscal Year 1971 expenditure given as $13,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Gaps exist in "statistics and information on libraries over which the Department does not have jurisdiction, e.g., academic, school, private, etc." Reporting problems include "inaccuracies and delays in completing and returning report forms." Regarding application of statistics, the problem is "that of ensuring comparability through a sound uniform basis."

End-Products	The Department publishes a Directory of Rhode Island Public Libraries for limited distribution to non-commercial, educational, and governmental bodies; a list of Public Libraries, available to any requester; and a Table Showing Comparable Statistics as Reported for Services of Public Libraries for limited distribution to librarians, trustees, and agencies with a professional concern. Tables include local appropriation, appropriation per capita, other income, book stock, circulation, and weekly hours of service. The Department also publishes a newsletter which is available to the public.
Reporting/ Distribution Channels	Data collected are officially reported to the Governor and Advisory Board of Library Commissioners. Library statistics collected from and furnished to local public libraries are in turn provided to their Boards of Trustees and municipal authorities.
Future Plans	None.

COMPTROLLER GENERAL

316 Wade Hampton State Office Building
Columbia SC 29211

Responsibilities/ Functions	The Comptroller General's office is the "disbursing office for the State, audits, and pays all claims against the State." It has "supervision over assessment and collection of all property tax and of disbursement of Confederate Pensions."
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	This office receives data directly from the State Library Board, State Department of Education Film Library, and State Park Health Center.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Fiscal data are collected for various accounting functions. Receipts and disbursements of "earmarked funds" include construction monies, donations, general fund appropriations, operating revenues, and sale of publications; disbursements of federal funds to the State Library Board was also reported.
Personnel/ Costs	No response was given.
Equipment Used	No response was given.
Difficulties Encountered	No response was given.
End-Products	The information is published in the annual *Report of the Comptroller General of South Carolina to the General Assembly*.
Reporting/ Distribution Channels	Data are officially reported to the General Assembly.
Future Plans	No response was given.

STATE LIBRARY

1500 Senate Street
Columbia SC 29201

Responsibilities/ Functions	The functions of the State Library are "creating and improving public and institutional library service, reference and research service to...State Government agencies; library service to the visually and physically handicapped; supervision of public library building construction; reference and interlibrary loan service; [and] consultant service to public libraries and to State institutions." It also "administers State Aid to public libraries and Federal funds under LSCA." The State Library has regulatory responsibility for public libraries and libraries of state institutions and certification responsibility for public librarians.
Reasons for Collection	1) "Planning." 2) "Budget planning." 3) "Evaluation of achievement."
Collection Mechanisms/ Data Sources	Data are collected directly from libraries of 48 state, local, and private colleges, universities, and technical education centers; 14 state institutions; 40 local public libraries; and state specialized information centers and state library extension agencies. The data are collected by means of annual statistical surveys.
Accounting Codes	The accounting code system used to identify costs pertaining to libraries is utilized throughout the state government.
Information Collected	The surveys request statistics on operating expenses, current holdings in library collections, breakdowns of types and quantities of materials, circulation, number of personnel, branch operations, and special library services.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is given as 0.5. The estimated expenditure for Fiscal Year 1971 was given as $7,000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The only problem reported was "errors in addition of figures" in the collection of data.
End-Products	The State Library publishes an Annual Report, which describes its own collection, expenditures, and extension activities in addition to providing directories of public, college and university, and state institutional libraries. Data are included on population served, income, tax rate, book stock, serial holdings, borrowers, circulation, interlibrary loan, reference transactions, and number of branches and bookmobiles for regional and county libraries; and book stock, finance, and personnel for academic and institutional libraries.

Reporting/ Distribution Channels	The Annual Report is transmitted to the Governor, General Assembly, and libraries of the state.
Future Plans	The Library reports that beginning in July 1972, special libraries will be included in the annual statistical gathering and reporting.

COMMISSION ON HIGHER EDUCATION FACILITIES
State Capitol Building
Pierre SD 57501

Responsibilities/ Functions	The Commission "serves as a voluntary coordinating agency for selected higher education statistics."
Reasons for Collection	1) "Facilities planning." 2) "Statewide information system." 3) "First step to a cost accounting system."
Collection Mechanisms/ Data Sources	Data are received directly from state and private four-year universities and colleges and private two-year colleges. No survey or reporting forms were submitted.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data is limited to "volumes possessed, area [in] square feet by type of room category and personnel employed."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.20. The effort is voluntary so that no cost is involved.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"No financial data is collected, and categorizing part-time personnel as regular employees is ambiguous."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The Commission officially reports data to "institutions, state-supported colleges, Governing Board, Legislature, and the public."
Future Plans	None.

DEPARTMENT OF PUBLIC INSTRUCTION
State Capitol Building
Pierre SD 57501

Responsibilities/ Functions	The Department's functions include "approval of plans and specifications for school buildings; designing data collection forms; [and] collecting, tabulating, and summarizing fiscal and personnel data." It has regulatory responsibility for local school districts, regulatory and accrediting responsibility for "all schools that receive state aid," and certification responsibility for "all school personnel."
Reasons for Collection	1) "For establishing the need in terms of resources." 2) "For planning and implementing to meet those needs." 3) "For evaluating against those goals." Data are collected to "determine amount of dollars expended for library services per district, per pupil, and total for State."
Collection Mechanisms/ Data Sources	The Department collects data directly from 287 local public school districts for libraries in all types of schools except vocational and technical high schools. The mechanism is an Annual Report and State Aid Application. It also collects data directly from state specialized information centers.
Accounting Codes	An accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data are collected on the number of certified librarians at the elementary and secondary levels and on the districts' expenditures for libraries and audiovisual materials.
Personnel/ Costs	No information on full-time equivalent staff or expenditures for library statistics activities was provided.
Equipment Used	Data processing and computer equipment are used with information stored on punched cards, magnetic tape, and disk.
Difficulties Encountered	The Department reported difficulties in "collection of accurate information." With regard to data use, there were two difficulties: "Decision of what data are needed for policy and management," and "How do you present the info[rmation] so it is most meaningful?" "Accurate info editing" is a problem in processing the collected data.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	No information was provided.
Future Plans	"We are slowly automating our reporting, editing, and analysis."

DEPARTMENT OF EDUCATION
State Library and Archives
403 Seventh Avenue, North
Nashville TN 37219

Responsibilities/ Functions	The "Tennessee State Library and Archives system consists of the State library, archives, and library extension. Library development is encouraged by means of advice, guidance, and assistance to regional and public libraries. Library for the Blind and Physically Handicapped is also included. The Library has regulatory responsibility for the regional library system.
Reasons for Collection	1) "As a tool for statewide library planning and development." 2) "To determine trends and needs in library service." 3) "To provide a central information source concerning libraries of the state."
Collection Mechanisms/ Data Sources	Statistics and data are regularly collected from local public libraries, institutional libraries, and the Regional Library for the Blind and Physically Handicapped as required by statute. There are 16 responding public and regional libraries. Public library data are collected from 6 reporting forms: 1) Circulation (quarterly and annual); 2) Bookmobile Station Statistical Record; 3) Summary of Number of Branches and Bookmobile Stations by Type of Location (annual); 4) Location of Bookmobile Stations (annual); 5) Bookstock (annual); and 6) Annual Statistical Report of Library Board.
Accounting Codes	The accounting code system used is that used by the Tennessee State Government and identifies costs pertaining to libraries and information centers.
Information Collected	Data concern circulation of adult and juvenile fiction/non-fiction materials, state and locally owned bookstock, finances, and personnel.
Personnel/ Costs	The total full-time equivalent staff engaged in collecting data pertaining to libraries is 1.10 (professional .10, clerical 1.00). No information on costs was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	A report entitled *Tennessee Public Library Statistics* is published annually. The report gives statistics on population served, personnel, number of bookmobiles and branches, bookstock, circulation, and expenditures.
Reporting/ Distribution Channels	Data collected are officially reported to the State Library Commission and USOE. The report cited above is available to any requester.
Future Plans	"To increase types of data compiled to include acquisition and use of audio-visual and other non-book materials."

DEPARTMENT OF EDUCATION
Division of Higher Education
243 Cordell Hull Building
Nashville TN 37219

Responsibilities/ Functions

The Division carries out "administrative, academic, financial, research, planning, and coordinating functions in the development, evaluation, and improvement of college and university programs for which the State Board of Education and the State Department of Education have responsibility. The Division of Higher Education also serves in a consultative role for the State Board and the State Department in the evaluation of teacher education programs and as liaison with other institutions and agencies in the general area of higher learning." It has regulatory responsibilities for 6 regional state universities and 9 community colleges, and certification responsibilities for teachers and teacher education.

Reasons for Collection

1) "For financial analysis and state/federal/local funding." 2) "To compare like institutions' operational efficiency and deficiencies." 3) "Historical availability, acting as a fiduciary."

Collection Mechanisms/ Data Sources

Statistics are collected regularly on university and community college libraries by contacting the parent schools. No reporting or survey forms were submitted.

Accounting Codes

The accounting code system used identifies costs pertaining to libraries; it is used by other state government units in an effort to coordinate coding systems.

Information Collected

Information is limited to "those data treating the scope of post-secondary education."

Personnel/ Costs

The full-time equivalent staff engaged in library statistics activities is 6 and the estimated expenditure for Fiscal Year 1972 is $10,000.

Equipment Used

Data processing and computer equipment are used and data are stored on punched cards and magnetic tape.

Difficulties Encountered

The "need for a centralized higher education library for professional staff usage" is apparent. Problems have included "errors in understanding the instructions of survey instruments;" "reproduction of materials;" and the need for a "central cataloging procedure." Also, "much of the data are too old (stale) for current analysis work. In some instances data are not 'broken down' properly for our purposes." In handling data, "shared time on centralized computers is presenting difficulty; also articulation with technical staff in our computer centers."

End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to the State Board of Education, the State Department of Education, the institutions of higher education, and the Tennessee Higher Education Commission.
Future Plans	"We intend to move more to computerized operations in our entire retrieval system of library data."

HIGHER EDUCATION COMMISSION
908 Andrew Jackson State Office Building
Nashville TN 37219

Responsibilities/ Functions	"The Higher Education Commission is the coordinating agency for state public higher education institutions. It coordinates academic programs and appropriation requests but is not a governing board." The Commission has regulatory responsibilities for all public universities and community colleges in the State of Tennessee.
Reasons for Collection	1) "Determining library fund deficiencies." 2) "Determining state allocation of funds for library expenditures." 3) "Assess the need for additional library funds to support new academic programs."
Collection Mechanisms/ Data Sources	Data are collected annually from all 19 public universities and community colleges via a Summary Budget report required by statute. Data are collected indirectly from HEGIS forms which are forwarded to the Commission.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is the system used by the State Department of Finance and Administration.
Information Collected	The Summary Budget includes information on unrestricted funds, revenues, salaries, transfers of funds, allowances for working capital, special allocations, etc. "Only fiscal information is collected and only from the public institutions."
Personnel/ Costs	No information was provided.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards, magnetic tape, and discs.
Difficulties Encountered	"Delays in reporting by institutions."
End-Products	A biennial report entitled *Toward a Stronger System of Higher Education* is published and is available to any requeste The report includes information pertaining to library science education in Tennessee.
Reporting/ Distribution Channels	Data collected are officially submitted to the State Department of Finance and Administration, Comptroller of the Treasury, and the State Legislature.
Future Plans	None.

STATE AUDITOR'S OFFICE
319 Sam Houston State Office Building
P.O. Box 12067, Capitol Station
Austin TX 78711

Responsibilities/ Functions	The functions of this Office are to "independently examine the financial activities of all officers, custodians of public funds, departments, boards, bureaus, institutions, commissions or agencies of the State, and in doing so, independently verify all assets, liabilities, revenues, and expenditures of the State and suggest changes looking toward the elimination of duplication and inefficiency."
Reasons for Collection	1) "Statutory." 2) To determine if filed in accordance with statute." 3) For information in our audit function."
Collection Mechanisms/ Data Sources	Data are collected directly from the Texas State Library and Historical Commission, which is required to file an annual financial statement with the Auditor's Office.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data include financial statements and schedules, summary of financial condition and fiscal operations, revenues, expenditures, and balances.
Personnel/ Costs	"Minimal."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	The data are published in the *Annual Report of the State Auditor*.
Reporting/ Distribution Channels	Data are officially reported to the Governor and the Legislature Budget Board.
Future Plans	None.

TEXAS EDUCATION AGENCY
201 East 11th Street
Austin TX 78701

Responsibilities/ Functions	The Agency "administers programs as directed by law and by the Governor, establishes procedures to ensure that schools are complying with state laws and policies adopted by the State Board of Education, develops programs and carries on activities to assist local school systems in improvement of instruction and administration." The Agency has regulatory responsibility for public elementary and secondary schools, state schools, and regional education service centers. It accredits public elementary and secondary schools and state schools, and certifies public elementary and secondary school librarians and library supervisors.
Reasons for Collection	1) "To complete state and federal reports." 2) "To maintain mandated program controls."
Collection Mechanisms/ Data Sources	Library data are collected directly from state and local schools of all types, and from the regional education service centers and special education instructional materials centers maintained by the Agency's Division of Instructional Media. Collection mechanisms include annual statistical reports and financial plans from the local school districts and state schools, annual reports from local school districts of library media data and school plant data, and an annual Media Library Report from 20 education service centers.
Accounting Codes	An accounting code system is used which identifies costs pertaining to libraries. The same system is also used by local education agencies and by education service centers.
Information Collected	Data are collected on current library holdings, including numbers of titles and volumes; audio-visual equipment and materials; use of library resources; improvement of services; expenditures under provisions of ESEA Titles I and II and NDEA Title III, budget projections, personnel, and physical space.
Personnel/ Costs	The Agency reports that personnel and cost data for collection of library statistics are not available.
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape.
Difficulties Encountered	1) "Data not consistent from year to year." 2) "Data not tabulated or computerized." 3) "Ambiguity of data resulting from no standard definition of terms or items." The major difficulty encountered in processing, tabulating, or analysis of collected data is reported as "priority assignment or classification."

End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported to the U.S. Office of Education and the state government.
Future Plans	None reported.

COORDINATING BOARD
TEXAS COLLEGE AND UNIVERSITY SYSTEM
P.O. Box 12788, Capitol Station
Austin TX 78711

Responsibilities/ Functions	As the "highest authority in the State on nigher education," the Board administers and regulates college student loan programs, recommends funding requirements for all units of public higher education to Governor and other interested state agencies, administers Title I and VI of Higher Education Acts of 1963 and 1965, maintains current annual facilities inventory, and responds to HEGIS Form 2300-7 for all colleges and universities in Texas." The Board has regulatory responsibility in "new program authorization and review [for] 22 public senior colleges and universities."
Reasons for Collection	1) "Establish the amount and condition of assignable space used for library purposes on each campus (room by room);" 2) "Respond to facilities portion of HEGIS questionnaire (Form 2300-7) for every college in Texas to USOE/HEW;" 3) "Provide necessary data base to better anticipate and project immediate and long-range library space needs on an individual campus and on a statewide basis."
Collection Mechanisms/ Data Sources	Statistics are collected directly from 133 state, local, and private colleges and universities. Information is also collected indirectly through exchanges with agencies and professional groups in areas of related concern. Mechanisms include conferences, exchange of reports, and establishment of data centers with compatible information transmittal procedures. No survey or reporting forms were submitted.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data collected include descriptions of physical space, square footage, reader and staff accommodations, shelf area, and growth projections for collections and physical plant.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library statistics is given as 2.25. The Fiscal Year 1971 expenditure is reported as $4500.
Equipment Used	Data processing and computer equipment are used, with information stored on magnetic tape.
Difficulties Encountered	The Board reports that gaps in its statistics include "no current record of type and number of collections" and "no record of library operating costs or personnel."

End-Products	The Board publishes an Annual Report which includes a space inventory of instructional and library space in square feet for public senior and junior colleges and universities. In 1970, the Board published Library Space Survey of Texas Colleges and Universities on 113 institutions which compared current space with acceptable standards and projected floor space needs for 1980.
Reporting/ Distribution Channels	Library data are submitted to the U.S. Office of Education and all Texas colleges and universities on an annual basis. The Annual Report is officially transmitted to the Governor and state legislature.
Future Plans	Within the next 12 months, the Board plans "development of [a] comprehensive management information system to include present nonexistent data elements pertaining to library operations."

STATE BUILDING BOARD

124 State Capitol Building
Salt Lake City UT 84114

Responsibilities/ Functions	The Board is "responsible for construction, alterations, repairs and improvements for all State institutions of higher learning and other State agencies where cost is in excess of $8000." It has regulatory responsibility "to the extent of construction of library buildings" for post-secondary educational institutions.
Reasons for Collection	The Board collects this data for the U.S. Office of Education.
Collection Mechanisms/ Data Sources	Data are received indirectly via the collection procedures of the U.S. Office of Education for HEGIS surveys.
Accounting Codes	An accounting code system is used which is confined to construction and furnishings costs for libraries.
Information Collected	The Board collects information on library square footage in post-secondary educational institutions. "The areas of libraries are classified in accordance with the manual entitle 'Higher Education Facilities Classification and Inventory Procedures' published by the Office of Education."
Personnel/ Costs	No information was provided.
Equipment Used	No information was provided.
Difficulties Encountered	No problems were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data is transmitted to the U.S. Office of Education.
Future Plans	None.

DEPARTMENT OF EDUCATION
State Office Building
Montpelier VT 05602

Responsibilities/ Functions	The schools of the State of Vermont are accredited and "certification regulations are established and administered" by the Department.
Reasons for Collection	1) "Federal reports." 2) "State reports." 3) "For computing amounts of state aid to schools."
Collection Mechanisms/ Data Sources	Data are collected directly from 53 superintendents for school libraries in state, local, and private elementary and senior high schools; and in local and private junior high and vocational and technical high schools. Report forms are undergoing revision and were not submitted.
Accounting Codes	The Department uses an accounting code system which identifies costs pertaining to libraries.
Information Collected	The kinds of library data collected are unknown, since no forms were submitted. The Department stated, however, that circulation and reader statistics are not formally collected.
Personnel/ Costs	The full-time equivalent staff engaged in collecting library data is 2. No cost data were reported.
Equipment Used	Data processing and computer equipment are used, but the form of data storage is being changed and thus no information on the new system was reported.
Difficulties Encountered	Problems cited are difficulties in obtaining reports from school superintendents, the fact that "superintendents do not always collect accurate statistics from the individual schools," and problems on the state level of making statistics-gathering questionnaires compatible with the computer.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported to the State Department of Administration and the State Department of Budget and Management, and to the U.S. Office of Education via the ESEA Title II annual report form (OE Form 4490).
Future Plans	No specific plans were reported, but collection and processing of library data are "presently in process of change."

DEPARTMENT OF LIBRARIES
State Street
Montpelier VT 05602

Responsibilities/ Functions	The Department administers public and regional libraries, and reports to the state government on matters of budget and finance, services, and operations. It is responsible for certifying public librarians.
Reasons for Collection	1) "Cost analysis." 2) "Performance evaluation." 3) "Budget preparation at the State level."
Collection Mechanisms/ Data Sources	The Department collects data directly from local public libraries, state and private institutional libraries, special libraries, and state library extension agencies. Data are collected by means of a monthly report from the state regional libraries, which are branches of the Department of Libraries, and annual reports from 215 public libraries.
Accounting Codes	There is an accounting code system which identifies costs pertaining to libraries. It is used only by this Department.
Information Collected	Data are compiled on book circulation, audiovisual services, consultant and technical services, bookmobile travel, current holdings, finance and budget, personnel, and operations.
Personnel/ Costs	The Department reports that "only a fraction of total work time" is devoted to library statistics activities and that information on expenditures is "unavailable."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Several shortcomings are noted by the Department in its data collection program. "We do not systematically collect statistics from all librarians. The statistics gathered are incomplete. Most are gathered only insofar as they relate to LSCA funds." In addition, "statistical definitions are not uniformly adhered to by libraries in the state."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	No information was provided.
Future Plans	The Department is in the process of revising its data collection forms, but this process is "only in the very preliminary stages."

DIVISION OF PERSONNEL

Room 302, Finance Building
Richmond VA 23219

Responsibilities/ Functions	This Division administers the Virginia Personnel Act of 1942.
Reasons for Collection	Statistics are utilized by the Division in responding to information requests from various state agencies and the U.S. Bureau of the Census, and in administration.
Collection Mechanisms/ Data Sources	The Personnel Division collects data directly from the Virginia State Library by means of a monthly Employment Report. It receives data indirectly from the "U.S. Bureau of Census reports distributed to and collected from libraries."
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Data are collected on numbers of full- and part-time employees and gross payrolls of salaried and wage employees.
Personnel/ Costs	The Division stated that collection of library statistics is "done in conjunction with other duties" and that it is "impossible to distribute time." The Division was "not able to provide" an estimate on expenditures.
Equipment Used	Data processing and computer equipment are used with data stored by means of disc pack.
Difficulties Encountered	No problems were reported.
End-Products	A computer print-out lists employment statistics (filled and vacant positions) for the Virginia State Library. The statistics are run on an annual basis for office use. Statistics for the Library are also tabulated in the monthly Employment Report--Virginia State Government, which lists numbers of full- and part-time employees and full- and part-time payroll.
Reporting/ Distribution Channels	Statistics are officially reported to the Governor, Division of the Budget, Virginia Employment Commission, State Department of Labor and Industry, Division of State Planning and Community Affairs, U.S. Bureau of the Census, and State legislators on request.
Future Plans	None.

DEPARTMENT OF EDUCATION
School Libraries and Textbooks Service
1322 East Grace Street
Richmond VA 23216

Responsibilities/ Functions	The functions of this Service are to administer state-aid library funds, ESEA Title II funds, and the textbook adoption program; provide supervisory and consultative service to school libraries or state public schools; maintain a professional library for the Department of Education; review library layouts for new schools; disseminate information about trends and developments in the media field; and cooperate with other services of the Department in joint projects. The Service has regulatory responsibility for public and private schools in regard to state-aid library funds and ESEA Title II funds.
Reasons for Collection	1) "For information about progress and for comparison in various ways." 2) "For making state allocations of funds." 3) "For gathering information prior to visitation."
Collection Mechanisms/ Data Sources	The Service collects library data directly from 136 local education agencies; 1,814 local public schools and 136 private schools on the elementary, junior, and senior high levels; local vocational or technical high schools; local special education schools; local education agency materials centers; state schools for the handicapped; and state institutional libraries. It also receives statistics indirectly from the Division of Research and Statistics of the State Department of Education. Collection mechanisms include Requisitions for Reimbursement under Title II (annual) and the state-aid library fund (as desired), and an annual Project Application for School Library Resources from local education agencies; an Annual Instructional Media Report from local public schools and attendance records from private schools through the local education agencies.
Accounting Codes	An accounting code system identifies costs pertaining to libraries and is used only by this department.
Information Collected	Statistics are collected on numbers of library units, expenditures, librarians and other personnel, number of pupils served, categories of current holdings, estimated acquisition costs, operations, and facilities.
Personnel/ Costs	No response was given.
Equipment Used	Data processing and computer equipment are used with data stored on punched cards and magnetic tape.

Difficulties Encountered	The Service responded that it is "difficult to obtain 100% response" in data collection and that "information obtained from various sources does not agree completely." Other problems encountered were "inaccuracies in reporting expenditures and...in staff information, including certification;" and the fact that "some libraries do not record information desired, such as circulation."
End-Products	Data collected by the Service are submitted to the Office of Educational Research which produces a *Summary of Statistical Information on School Libraries*. The summary--which is a compendium of current holdings, personnel, expenditures, and services--is then incorporated into the State Superintendent's *Annual Report*. The Service also compiles an *Annual Report of Federal Assistance* containing financial information for U.S.O.E.
Reporting/ Distribution Channels	Data are officially reported to the State Superintendent of Public Instruction, Bureau of Teaching Materials, and Division of Administration and Finance, and to the U.S. Office of Education.
Future Plans	None.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

911 East Broad Street - 10th Floor
Richmond VA 23219

Responsibilities/ Functions	The Council "is the official research and long-range planning agency for higher education in Virginia. It is responsible for recommending statewide policies for higher education and advising the Governor and/or General Assembly on higher educational matters including financial needs of state colleges and universities." The Council has regulatory responsibility for "approval of specific degree programs [in] all state controlled colleges and universities," and to "review and recommend on extension and public service offerings in the State." It is the "approval agency for any institution to award degrees at any level; earned or honorary."
Reasons for Collection	1) "Determination of library equipment (books) needs." 2) "Determination of appropriateness of library capital outlay requests." 3) "Assessment of adequacy of support for new degree programs."
Collection Mechanisms/ Data Sources	Library data are reported by state-supported four-year and two-year higher education institutions through the HEGIS surveys.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries is used by the Council and others (unspecified - "chart of accounts").
Information Collected	Although no report or survey forms were submitted, it is presumed that the data items collected are those requested in the HEGIS forms.
Personnel/ Costs	No response was given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	The statistics collected are not officially reported to any other agency.
Future Plans	No plans were reported.

OFFICE OF THE GOVERNOR
Director of the Budget
P.O. Box 90
Charlotte Amalie, St. Thomas VI 00801

Responsibilities/ Functions	The functions of this Office are "budget estimates and allocations, personnel requisitions, contractural requisitions, [and] budget management."
Reasons for Collection	"For purposes of budgeting."
Collection Mechanisms/ Data Sources	Data are collected directly from local four-year colleges and universities, public libraries, and specialized information centers.
Accounting Codes	An accounting code system, which is used throughout the government, identifies library costs.
Information Collected	The data collected are budgetary and financial in nature.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 1.25; expenditures were not specified.
Equipment Used	Data processing and computer equipment are used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are reported officially to the Governor and Legislature.
Future Plans	None.

OFFICE OF THE GOVERNMENT COMPTROLLER
Box 892
Charlotte Amalie, St. Thomas VI 00801

Responsibilities/ Functions	The Comptroller's Office audits, in accordance with law and administrative regulations, all expenditures of funds and property pertaining to the Government; directs audit activities to improve efficiency and economy of programs and to insure that Federal revenues are properly accounted for and audited; and certifies to the U.S. Secretary of the Interior the net amount of government revenues which form the basis for federal grants to the civil government of the Virgin Islands.
Reasons for Collection	1) "Preparation of Certification of Net Revenues collected by the Government of the Virgin Islands." 2) "Preparation of Annual Report of the Fiscal Condition of the Government of the Virgin Islands." 3) "Preparation of other reports by the Office of the Government Comptroller for the Virgin Islands."
Collection Mechanisms/ Data Sources	The Comptroller's Office collects data on local public libraries directly from their governing body, the Department of Conservation and Cultural Affairs. It also receives data indirectly via the collection activities of the Department of Finance and Office of the Director of the Budget.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Financial data are collected from public libraries.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 4. No information on expenditures for these activities was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Data received cannot be relied upon until thoroughly checked by this office. Also, there is considerable delay in receiving same after the end of the applicable fiscal year."
End-Products	Financial data published in the *Governor's Budget* include obligations by item, and justification. *The Annual Report of the Financial Operations of the Government of the Virgin Islands*, and *Annual Report, Government of the Virgin Islands*, contain information on fund balances, expenditures, and receipts.
Reporting/ Distribution Channels	"The Comptroller's Annual Reports are submitted to the Governor of the V.I. and to the Secretary of the Interior. The Secretary of the Interior submits such reports along with his comments and recommendations to the President of the Senate and the Speaker of the House of Representatives."
Future Plans	None.

STATE LIBRARY
Olympia WA 98504

Responsibilities/ Functions	"The State Library has two major responsibilities: 1) To provide library service for state officials, state employees, and legislators; 2) To initiate and coordinate the development, growth, and utilization of library information resources throughout the state in cooperation with librarians, board members, and public officials." In addition, "state law requires a state board for the certification of librarians. The State Librarian is the chairman of the board [and] records are maintained at the State Library."
Reasons for Collection	1) "For publication to library community." 2) "To monitor library activity." 3) "To facilitate planning."
Collection Mechanisms/ Data Sources	Data are collected from state community and junior colleges and technical institutes; local public libraries; libraries of state institutions; special libraries; specialized private information or data centers; state schools of library science; and library extension agencies. In addition, the State Library provides library services under contract to state institutions and collects data on these services. Data are collected directly from the libraries themselves and through their parent agencies. Data are also collected in an indirect fashion via the activities of the Special Libraries Association, community colleges within the state, and from regularly received publications from the national and international library community. All public libraries are annually requested to submit a Library Statistical Report. This is both a voluntary and a statutory requirement. There are 82 possible contributors; the last time the report was requested, 80 (97%) responded.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries; it is used by all state agencies.
Information Collected	The Library Statistical Report requests data on services, circulation, holdings, finances, community statistics, and personnel. The data requested are limited "to that which can be supplied with reasonable effort in a reasonable time."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 8+; the expenditure for Fiscal Year 1971 was $100,000.
Equipment Used	Data processing and computer equipment are used and data are stored both on punched cards and magnetic tape.

Difficulties Encountered	These include "delays in reporting data; delays in receiving data; data often insufficiently comprehensive." Also, "data directly measures quantity but not quality of library performance." In handling data, "many problems encountered in systems design and programming for computer manipulation of data."
End-Products	The annual statistical issue of the *Library News Bulletin*, published by the State Library, includes a personnel directory and detailed tables of library financial data, circulation information, holdings, salaries, clientele, etc.
Reporting/ Distribution Channels	The data collected are officially reported to all libraries within the state and to all other state library agencies.
Future Plans	Changes contemplated in the collection of data are: "conversion of statistics collection form to facilitate computer input" and the "extension of coverage to include all academic libraries."

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
P.O. Box 527
Olympia WA 98504

Responsibilities/ Functions	This Office is responsible for "general supervision of the State's common school system (i.e., elementary and secondary schools)." The Office has regulatory responsibility for the public elementary and secondary schools; program approval responsibility for the teacher education programs in colleges and universities; accrediting responsibility for both private and public secondary schools; and certification responsibilities for professional educational personnel for common schools.
Reasons for Collection	1) "To assess progress toward objectives for program improvement." 2) "To manage Title II grant program." 3) "To satisfy requests from USOE and other agencies."
Collection Mechanisms/ Data Sources	Data are collected on the libraries in public and private elementary, junior high, and senior high schools; in State correctional institutions; in the State residential schools for the retarded and the deaf and blind. Statistics are collected via the following: 1) Certificated Personnel Report, Form S-275, which is submitted annually by the 560 local public school districts and by private elementary and secondary schools. Extensive instructions and sample reports accompany the form. 2) Annual Secondary School Report for Standards for Accreditation of a Comprehensive Secondary School, Form C-300, and Secondary Education Annual Report Profile Form, Form C-301, which are sent to 530 secondary schools. 3) Forms pertaining to ESEA Title II: Application for Regular Title II ESEA Grant, Form F-119A; Inventory Report - Title II, ESEA and Supplement (staffing), Form F-119B; Private School Report, Form F-119C; Application for Special Needs (Special Purpose) Project Grant, Form F-119D. These forms are sent to all eligible agencies in the local school districts and to State institutions, a total of approximately 317 possible respondents. 4) Forms F-146, 147 and 148. Invoice Vouchers. Claim and Report for Federal Title __________. These quarterly forms are distributed to eligible agencies, as above. 5) Annual Financial Statements, Parts I (Revenue) and II (Expenditures), Form F-196, which are requested from 317 local school districts.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is also used by all the local school districts.

Information Collected	1) Form S-275 requests data on the number of hours of school library personnel. 2) Form C-300 requests information on the professional background of the librarian and the amount of time spent with different-sized groups of students; time spent for cataloging and processing materials; number of teaching materials on hand as compared to State standards; library budget; and a rating of the adequacy of the library facilities. Form C-301 is a summary version of the more detailed information requested in the preceding report. 3) Form F-119A requests expenditures for all library materials; plans for future library resources; types of library materials made available to private schools by the public libraries; and salary information. Form F-119B is a complete listing of all library materials, which are Title II items: books, encyclopedias, films, filmstrips, microforms, maps, recordings, etc. The supplement is concerned with the name and title of staff members and hours per week for learning resource center responsibilities. Form F-119C requests data on expenditures for library and instructional materials, and per pupil expenditures. Form F-119D provides information on the type of project and the groups to be benefitted. Specific dollar information is requested for project materials needs: books, films, reference works, microforms, etc., broken down by subject area; and number of hours per week to be devoted to the project by professional, supportive, and other staff. 4) Forms F-146, 147 and 148 are used to submit claims for Title I, II, III, and VI funds and for B-2 funds of the Education Professions Development Act. They are quarterly reports providing a record of obligations incurred, disbursements made, and payments received. 5) Form F-196 requests data on revenues, including State and Federal funds (Part I), and on general fund expenditures, per pupil cost, and budget status (Expenditures).
Personnel/ Costs	"No estimate available due to multiple use of numerous reporting forms."
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape.
Difficulties Encountered	With regard to the collection of data, "private school data not complete." Shortcomings encountered concern "data on facilities and services provided." Difficulties in the use of data relate to "developing uniform reporting procedures." Difficulties in handling data are "computer time, staff time."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are officially reported to USOE with copies to the State government.
Future Plans	None.

LIBRARY COMMISSION

2004 Quarrier Street
Charleston WVA 25311

Responsibilities/ Functions	The Commission develops and coordinates all types of library services in the State. It has regulatory responsibility for public libraries.
Reasons for Collection	1) "Statutory requirements." 2) Compilation for the "*West Virginia Blue Book*." 3) "Dissemination of information."
Collection Mechanisms/ Data Sources	Data are collected directly from libraries of 21 state and private colleges and universities, 88 local public libraries, and 35 special libraries--a category which includes state institutional libraries, state agency libraries, and library extension agencies--by means of annual statistical reports.
Accounting Codes	An accounting code system is used to identify costs pertaining to libraries. The system is used throughout the state government.
Information Collected	Statistics are collected on library materials, circulation, loan requests, staffing patterns, expenditures, and branch operations.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics is reported as 1. The expenditure for Fiscal Year 1972 is estimated at $5,500.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	The Commission annually publishes a *Statistical Report of Libraries in West Virginia* which gives location, operational, and financial information on public, college and university, and special libraries. The Commission also publishes an *Annual Report* with statistical data and narrative material concerning operations of the Commission, services to other government agencies, and dispersal of funds.
Reporting/ Distribution Channels	Data are officially reported to the Governor, Senators and Congressmen, and the U.S. Office of Education.
Future Plans	None.

HIGHER EDUCATIONAL AIDS BOARD
115 W. Wilson Street
Madison WI 53702

Responsibilities/ Functions	The Board is responsible for processing and collecting student loans, administering federal grants to institutions of higher education, and collecting data on physical facilities from institutions of higher education.
Reasons for Collection	"Library data is required on HEGIS form[s]."
Collection Mechanisms/ Data Sources	Data are collected indirectly via the dissemination and collection of HEGIS reporting forms for the USOE. These reports are collected from the 85 institutions of higher learning, including state-supported and private four-year colleges and universities, and state and two-year community and junior colleges.
Accounting Codes	The Board does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data collected are limited to inventories of physical facilities of the main library and branches thereof, or the equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, but not including informal "departmental libraries."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 1 and the estimated expenditure for Fiscal Year 1970-71 was $500.
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards.
Difficulties Encountered	With regard to the collection of data, "institutions are sometimes confused over definitions of facilities."
End-Products	The Board publishes a *Biennial Report* which includes dollar amounts of grants for facilities construction, including library additions or buildings.
Reporting/ Distribution Channels	Data collected are submitted to Higher Education Facilities Services, Inc., Raleigh, N.C. per an agreement between HEFS and State Commissions of Higher Education.
Future Plans	None.

DEPARTMENT OF PUBLIC INSTRUCTION
Instructional Services Division
126 Langdon Street
Madison WI 53702

Responsibilities/ Functions	The Instructional Services Division provides "consultant help to local school districts concerning all phases of instruction, including curriculum." The Division administers some state programs and federal programs, including EPDA, ESEA Titles I, III, VII and VIII, and NDEA III. The Division has regulatory and accrediting responsibilities for public school districts and licensing and certification responsibilities for both public and private school professional personnel.
Reasons for Collection	1) "To determine presence of library services as a part of the determination of state aid level to which a school district is entitled." 2) "To check librarian licensure."
Collection Mechanisms/ Data Sources	Data are collected for libraries in public elementary and secondary schools via a "Self-Evaluation Report for Classification of School Districts," submitted annually by 450 school districts.
Accounting Codes	The accounting code system used does not identify costs pertaining to libraries.
Information Collected	The library information requested consists of brief data on library resources, personnel, and financing.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially submitted to any other agency.
Future Plans	No information was provided.

DEPARTMENT OF PUBLIC INSTRUCTION
Division for Library Services
126 Langdon Street
Madison WI 53702

Responsibilities/ Functions	The Division "administers a program for the extension and improvement of library services throughout the state...." It has regulatory responsibilities for libraries and library-related organizations which participate in LSCA and ESEA Title II projects, and certification responsibilities for both public and school librarians.
Reasons for Collection	1) "To serve the information needs of library and library-related personnel." 2) "To provide data for statewide planning, standards and evaluation." 3) "Statutory requirement to collect data from public libraries."
Collection Mechanisms/ Data Sources	The Division collects information directly from libraries and their parent organizations and indirectly via the collection activities of the Department of Public Instruction and USOE (HEGIS). A number of statistical reporting forms are used. Each of the 360 public libraries and systems are required to submit a Public Library Annual Report. Additional public library data are available from the Application for Construction Assistance Grant and the Monthly Expenditures Report required of those libraries receiving an LSCA grant. School library data are requested in the Annual Report of School Districts submitted by the 444 districts, and in the School Library Survey annually submitted by almost 3300 public and private schools in order to be eligible for ESEA Title II funds. An annual Institutional Library Report is forwarded to 18 public institutions, and a triannual Report of Expenditures is received from those institutions which have LSCA Title IV-A grants. Data are also requested annually in the Schools of Nursing Library Report, sent to 14 schools, and in the Special Library Report, which is sent to 282 known special libraries. Although no form was submitted, the Division also issues a Vocational, Technical, Adult Education Library Report.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries. "Fiscal practices within this agency are prescribed by the Wisconsin Department of Administration [and] these practices are uniform for all Wisconsin state agencies." Copies of some contractual and fiscal reporting forms were submitted.
Information Collected	Data collected on personnel, finances, holdings, circulation, and interlibrary loan. However, the depth of information that is requested varies considerably, depending on the type of library surveyed.

Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 2 and the estimated expenditure for Fiscal Year 1972 is $15,092.
Equipment Used	Computer equipment is used in handling the library data collected and data are stored on magnetic tape.
Difficulties Encountered	With regard to the collection of data, "it is difficult to define and locate special libraries. It is difficult to determine who wants and needs to know what [and it is] difficult to isolate data elements collected as against the many narrative reports we receive from library extension agencies. There is a need to define, refine and evaluate statistics or data and [the] methods of gathering statistics or data." With regard to the use of the data collected, "a library cannot be properly evaluated on the basis of quantitative factors only. Qualitative factors, although difficult to itemize and report, need to be considered." With regard to the processing of data, "we have had difficulty trying to adapt public library data to computer equipment."
End-Products	The Division publishes a series of *Service Record* reports. The *Academic Library Service Record* includes statistics on library collection, expenditures, and staff, and a directory of academic libraries. The *Special Library Service Record* is a directory of the known special libraries by category and location with some statistics on expenditures, staff, collection, and transactions. The *School Library Service Record* consists of statistics on collection, expenditures, and staff, and includes some brief data on non-public school libraries. The *Public Library Service Record* includes a directory of public libraries and statistics on income, expenditures, and collection. The Department of Public Instruction publishes a biennial report which includes a section on library services giving data on library construction aids, future plans, and a statistical summary of data on public libraries.
Reporting/ Distribution Channels	The data collected are not officially reported to any other agency. Copies of the reports cited above are available on a limited basis to individuals and to requesting libraries and information centers.
Future Plans	"Data from Wisconsin's public libraries have been processed, tabulated and analyzed for the past four years with the aid of computer equipment. We are considering going back to a manual system for the 1971 project."

DEPARTMENT OF PUBLIC INSTRUCTION
State Aids Division
126 Langdon Street
Madison WI 53702

Responsibilities/ Functions	The State Aids Division "analyzes operational and capital expenditures and certifies State School Aids to local public school districts."
Reasons for Collection	Data are collected in order to identify "receipts and expenditures which are specifically related to the libraries of public elementary and secondary schools."
Collection Mechanisms/ Data Sources	Library data are collected from all public elementary and secondary school districts via an annual financial report supplied by the 444 districts.
Accounting Codes	The accounting code system, used only by this agency, identifies costs pertaining to libraries.
Information Collected	Data are collected on operational library expenditures for textbooks, library books, library periodicals, audiovisual materials, and other library expenses.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities, and expenditures for these activities, is reported as "none."
Equipment Used	No data processing or computer equipment is used in the collection of library data.
Difficulties Encountered	None reported.
End-Products	No examples were described or submitted.
Reporting/ Distribution Channels	The data collected are not officially reported to any other agency.
Future Plans	None reported.

Agency Profile WYOMING 5615

DEPARTMENT OF EDUCATION
Capitol Building
Cheyenne WY 82001

Responsibilities/ Functions	The Department has licensing and certification responsibilities for public school personnel and accrediting responsibility for "public school library facilities and materials."
Reasons for Collection	1) "Budget and expenditure statistics to fulfill state law for disbursing state foundation funds." 2) "Personnel statistics for certification and eligibility for foundation support." 3) "Evaluations conducted by North Central Association of Secondary Schools and State Department of Education."
Collection Mechanisms/ Data Sources	The Department collects library data directly from local school districts for all types of schools except vocational and technical high schools and from the State School for the Deaf. No survey or reporting forms were submitted.
Accounting Codes	The accounting code system used to identify library costs is the Uniform Accounting Code, Handbook II, U.S. Office of Education.
Information Collected	Data collected include budget, expenditures, and personnel. The Department states that "lack of space in annual report forms limits types of statistics collected."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 2. The costs reported ($85,000) are for both management information service personnel and library and media personnel.
Equipment Used	Data processing equipment is used, with financial and personnel data stored on punched cards.
Difficulties Encountered	"Information is not collected from all schools annually" and "is not accumulated for machine reporting." A problem exists in "identification of agencies who will benefit by the collection and reporting of this data."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Financial data are officially reported to the State Budget Examiner's Office.
Future Plans	"Library program data as well as collection information will be considered."

STATE LIBRARY

Supreme Court and State Library Building
Cheyenne WY 82001

Responsibilities/ Functions	The Library has "responsibility for extension and development of library services throughout the state and shall supervise and superintend the expenditures of monies provided for statewide library services and such federal funds as may be allocated to the state for said purposes." The Library is presently "working out procedures for establishing certification of county librarians."
Reasons for Collection	"Every county library required by law to submit annual report."
Collection Mechanisms/ Data Sources	Data are collected directly from 73 county libraries by means of an "Annual Statistical Report Form."
Accounting Codes	The accounting code system, which identifies library costs, is employed throughout the state government.
Information Collected	Statistics are collected on facilities, personnel, services, collections, circulation, and equipment.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 11.66. No costs were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Non-cooperation with librarians in obtaining statistics." With regard to types of data, problems are "incomplete data and refusal to respond to various questions," and "inaccurate reporting on salaries and financial reports."
End-Products	None were submitted.
Reporting/ Distribution Channels	None were reported.
Future Plans	None.

TRUST TERRITORY
(PACIFIC ISLANDS)

5720

DEPARTMENT OF PUBLIC AFFAIRS
Public Information Division
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 96950

Responsibilities/ Functions	The functions of the Department of Public Affairs are "gathering, evaluating, preparing and disseminating information on the activities of the Trust Territory government."
Reasons for Collection	"Statistical section, Annual Report to the United Nations."
Collection Mechanisms/ Data Sources	Data are collected directly from the "Library Services Coordinator, Headquarters, Department of Education" for "general, school, professional, Congress of Micronesia, legislative (Truk), Community College of Micronesia libraries" and bookmobiles.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data collected include numbers of books and estimated circulation per month.
Personnel/ Costs	"A headquarters statistician on our staff collects information from Library Services--this takes about five minutes." No costs were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None were reported.
End-Products	The Department produces an annual statistical report on libraries which includes number of libraries by type, number of books, and estimated circulation.
Reporting/ Distribution Channels	Data are officially reported to the "U.S. Department of the Interior (which then forwards to State Department for publication and presentation to the U.N.)."
Future Plans	None were reported.

Agency Profile U.S. DEPARTMENT OF COMMERCE 6042

BUREAU OF THE CENSUS
Suitland Federal Center
Suitland MD 20233

Responsibilities/ Functions	"The Bureau is the largest agency of the Federal Government for the collection, compilation, and publication of general purpose statistics and conducts major censuses and sample surveys in the fields of population, housing, agriculture, business, manufacture, mineral industries, transportation, and governments. The Bureau also tabulates and publishes official statistics on U.S. foreign trade, and because of its resources, provides data collection, sample design, tabulation, and consultation services to other agencies."
Reasons for Collection	"The primary purpose is to complete the totality of state and local government expenditures and employment aggregates."
Collection Mechanisms/ Data Sources	Data sources are "limited to state and local government operated libraries." The Bureau "has thousands of annual financial reports (state and local governments) which include data on libraries."
Accounting Codes	An accounting code system, used only by the Bureau, identifies costs pertaining to libraries.
Information Collected	"Employment and expenditure data only are collected."
Personnel/ Costs	With regard to full-time equivalent staff, the Bureau reported: "None specifically, collection is internal to other operations." Expenditures are "not available, cannot be isolated from overa expenditures."
Equipment Used	Data processing and computer equipment are used with data stored on magnetic tape. "Tape and original questionnaire are retained up to five years."
Difficulties Encountered	None.
End-Products	Library data are included in reports on state and local governments with such sample tables as "Full-Time Equivalent Employment of State and Local Governments by Function and by State: October 1970" and "Finances of Individual Cities and Selected Urban Towns and Townships of over 50,000: 1969-70."
Reporting/ Distribution Channels	"None specifically, other than persons which our publication programs reach."
Future Plans	None.

Agency Profile

U.S. DEPARTMENT OF HEALTH,
EDUCATION, AND WELFARE

6093

NATIONAL INSTITUTE OF NEUROLOGICAL DISEASES AND STROKE
National Institutes of Health
Bethesda MD 20014

Responsibilities/ Functions	"The Institute conducts and supports research on Neurological Diseases." It has no regulatory, licensing, accrediting or certification responsibilities.
Reasons for Collection	1) "Monitor operation of each center in the Neurological Information Network." 2) "Provide information to the NINDS Science Information Program Advisory Committee." 3) "Compare relative costs and performance among centers."
Collection Mechanisms/ Data Sources	Data are collected directly from specialized information centers in the NINDS Neurological Information Network via a monthly Cost Information sheet and semi-annual reports.
Accounting Codes	An accounting code system is used to identify library costs and is exclusive to this Institute.
Information Collected	Data are collected on expenditures for personnel, overhead, library acquisitions, translations, equipment, and computer services each month. Semi-annually, data are collected on identification, storage, and retrieval; dissemination of information analysis; information services; bibliographical services; translations; reviews and special articles; and other projects.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library statistics is given as 1/6. The expenditure is reported as "not significant."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	Library data are published as part of the *Annual Progress Report, NINDS Neurological Information Network*, a narrative and statistical compendium covering the network as a whole and the individual information centers.
Reporting/ Distribution Channels	Data are not officially reported to any other agency.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE 6094

NATIONAL LIBRARY OF MEDICINE
8600 Rockville Pike
Bethesda MD 20014

Responsibilities/ Functions	The Library's functions are "to collect, index, and disseminate the world's biomedical information." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To measure regional library efficiency." 2) "To compare libraries' performance."
Collection Mechanisms/ Data Sources	Data are collected directly from eleven regional medical libraries or from their parent institutions, public and private four-year colleges and universities, public and private hospital libraries, and indirectly from special libraries of professional associations. The data collection mechanism is an outline "which is used as part of grant and contract operations with libraries."
Accounting Codes	An accounting code system is used to identify library costs and is exclusive to the Library.
Information Collected	"We require statistics that only relate to federal funded projects and not statistics on the entire library activity."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is given as 4. No expenditures were reported.
Equipment Used	Data processing and computer equipment are used with data stored on punched cards, magnetic tape, disc, and paper tape.
Difficulties Encountered	The Library stated that gaps exist in statistics for "anything before 1965. Statistics have been collected from institutions as they became regional libraries." Regarding data use, the difficulty is that "libraries lack standard definitions to some of the major data elements that are currently collected." The problem in processing is the "cost of automated systems compared to the value or benefit of some of the statistical information."
End-Products	Data on regional libraries are published monthly in the *Library Network/MEDLARS Technical Bulletin*, which gives statistics on number of searches for the previous month and cumulative year totals; number and percentage of requests received, percentage of requests filled and unfilled for each of the eleven regional centers and the Library of Medicine; and a statistical summary of MEDLARS Demand Searching by month for the eleven regional centers and seven foreign libraries.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	The Library has plans for "simplification of reporting procedures and acceptance of standard definitions."

Agency Profile U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE 6106

U.S. OFFICE OF EDUCATION
Bureau of Libraries and Educational Technology
7th and D Streets, S.W.
Washington DC 20202

Responsibilities/ Functions

The functions of this Bureau are to "advise the Commissioner of Education on status and needs of libraries, administer selected grant programs in areas of librarianship, [and] develop Federal programs for librarianship and information science." The Bureau does not have any regulatory, licensing, accrediting, or certification responsibilities.

Reasons for Collection

1) "Applications for grant programs." 2) "Reporting on grant programs for audit and evaluation purposes." 3) "Research and development, planning and policy-related functions of agency."

Collection Mechanisms/ Data Sources

Data are collected both directly, from parent institutions and libraries themselves, and indirectly via the collection activities of state library agencies and central university units. Data are collected from public and private colleges, universities, junior and community colleges, local public libraries, institutional libraries, state libraries, public and private schools of library or information science, and state library extension agencies. Forms used in the data collection process and the agencies or libraries responding are: 1) OE Form 3118, Application for Grants under College Library Resources Program, sent annually to 2,700 academic institutions applying for HEA II-A grants; 2) OE Form 3115, Fiscal Year ____ Annual Program and Expenditures Report, College Library Resources Grants, sent to 2,200 academic libraries receiving HEA II-A grants; 3) OE Form 3114-3, Annual Expenditures Report (Titles I, II, III, IV-A, and IV-B LSCA), sent to 56 state library agencies to distribute to participants in the LSCA program; 4) Fiscal Report, Institutes for Training in Librarianship, Title II HEA of 1965, sent to the 38 institutions awarded grants by the Bureau; 5) OE Form 3114-2-1, Library Services and Construction Act, as Amended Title II, Notification of Construction Project, Completion, submitted via the state library agencies as appropriate when projects under the LSCA program are completed; 6) OE Form 3114-2, Library Services and Construction Act, as Amended Title II, Notification of Construction Project, Approval, sent to the 56 state library agencies to distribute to grant awardees; 7) OE Form 3114-1, Project Report (LSCA), distributed to selected project awardees by the 56 state library agencies; 8) OE Form 3095, Application for (HEA II-B) Grant to Institution of Higher Education for Education in Librarianship; 9) Annual

Collection Mechanisms/ Data Sources	Narrative Report, Education in Librarianship, HEA II-B; 10) Fellowship Program for Librarianship Training, Institutional Support Justification under HEA II-B; 11) Final Fiscal Report, Education in Librarianship, HEA II-B; 12) OE 3096, Enrollment Data Report, Education in Librarianship, HEA II-B; and 13) Fiscal Report, Institutes for Training in Librarianship, HEA II-B.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is "geared to Federal financial structure to assume accountability for specific programs." The code is used in various Federal agencies.
Information Collected	Data collected concern finances and enrollment in library education programs. "Administrative mandate requires that data collection be kept at extremely low level. For example, the Library Services and Construction Act program currently collects program data at end of fiscal year only for selected 'exemplary projects.'"
Personnel/ Costs	The full-time equivalent staff engaged in library data activities is 2 and the estimated costs for these activities for Fiscal Year 1972 are $20,000.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape.
Difficulties Encountered	With regard to gaps in the data collected, "need current basic universe data on various types of libraries, particularl in national priority areas, such as service to disadvantaged, minorities, career and environmental education, etc." With regard to collection, "need more data on results of various programs in terms of impact on users and relative to national priority areas...." Difficulties in the use and handling of data are "lack of staff to process, analyze, and disseminat information collected."
End-Products	A Notification to Members of Congress lists awardees, by state and amount, of grants made under the College Library Resources Program of the Higher Education Act of 1965, Title II-A. Also prepared is a typed account of HEA II-B research grant awardees. A summary of grants awarded is prepared for publication in the Bowker Annual.
Reporting/ Distribution Channels	Data collected are reported to the Office of Management and Budget and the U.S. Congress.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE 6108

U.S. OFFICE OF EDUCATION
National Center for Educational Communication
Division of Information Resources
400 Maryland Avenue S.W.
Washington DC 20202

Responsibilities/ Functions	The functions of the Division are to "develop and implement a system for providing access to the significant literature of education; ... prepare bibliographies, reviews, and synthesis of the literature; ... respond to questions as appropriate from the educational community; ... and assist Educational Service Centers in responding to queries from practitioners and administrators at the local level." The Division does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To announce the existence of significant educational documents." 2) "To prepare reviews, digests, and synthesis of the educational literature." 3) "To assist other dissemination centers in their efforts to provide service at the local level."
Collection Mechanisms/ Data Sources	The Division collects data directly from federal specialized information centers (ERIC clearinghouses) by means of annual Program Reviews, which include guidelines for both a written summary and a personal interview of each clearinghouse director; annual Performance Category Budget Data Sheets; and Quarterly Progress Reports.
Accounting Codes	An accounting code system, used only by this agency, identifies costs pertaining to libraries.
Information Collected	Data are collected on documents received and processed; CIJE articles input; services rendered; types of requests; breakdown of users; information analysis products completed and in process; new products planned; proposed and actual fiscal year expenditures for input, output, and administration; and staffing. The Division reports it limits data to "kinds of users, allocations of resources to various functions, amount of detailed record keeping on internal processing and service activities."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 1.5; no expenditures were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Our major concern is the reliability of the data reported because of possible misinterpretations of category definitions."

End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to other agencies.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE 6110

OFFICE OF EDUCATION
National Center for Educational Statistics
400 Maryland Avenue, S.W.
Washington DC 20202

Responsibilities/ Functions

The Center is responsible for planning the statistical activities of the Office of Education, coordinating its data gathering programs, and processing and disseminating the data gathered. The Center does not have any regulatory, licensing, accrediting, or certification responsibilities.

Reasons for Collection

1) "To show the condition and progress of libraries in the U.S." 2) "To provide guidelines for library planning and development." 3) "To provide guidelines for local library management."

Collection Mechanisms/ Data Sources

Data are regularly collected from libraries of public and private 4-year and 2-year colleges and universities, local public and private schools of all types, local public libraries, and public and private schools of library or information science. Reporting forms used in collecting data from institutions of higher learning are: 1) OE Form 2300-2.1, HEGIS, Degrees and Other Formal Awards Conferred, requested annually of 2,600 institutions; 2) OE Form 2300-2.5, HEGIS, Students Enrolled for Advanced Degrees, requested annually of 900 institutions granting such degrees; 3) OE Form 2300-3, HEGIS, Employees in Institutions of Higher Education Salaries and Fringe Benefits, requested annually from 2,600 institutions; 4) OE Form 2300-4, HEGIS, Financial Statistics of Institutions of Higher Education, sent annually to 2,600 institutions; 5) OE Form 2300-5, HEGIS, College and University Libraries, requested biennially from 2,900 institutions; and 6) OE Form 2300-7, HEGIS, Inventory of College and University Physical Facilities, requested annually. Data are collected triennially from approximately 1,150 local public libraries using OE Form 2310, Survey of Public Libraries and Nonconsolidated Public Library Systems Serving Areas with at least 25,000 Inhabitants. Data are collected quinquennially from the approximately 18,000 private elementary and secondary schools using OE Form 2325, Survey of Nonpublic Elementary and Secondary Education. Data are collected from public schools using: 1) OE Form 2350-1, ELSEGIS, Part A-1, Local Education Agency Fall Report on Staff and Pupils, sent to 5,200 local education agencies; 2) OE Form 2350-4, ELSEGIS III, Part D, Media Centers, collected from a sample population every three to four years; and 3) OE Form 2097, State Elementary and Secondary School Statistics, taken biennially from 58 local education agency reports. Data are also collected from the public schools using the annual Consolidated Program Information Report, OE Form 4484, which is sent to a stratified random sample of schools, and via the Elementary School Survey, a biennial questionnaire survey encompassing a packet of reporting forms for teachers, pupils,

Collection Mechanisms/ Data Sources	and school districts. The "length of survey forms is limited by [Office of Management and Budget] requirements and consideration of burden on the respondent. Budget considerations have prevented NCES from surveying all types of libraries."
Accounting Codes	The accounting code system used does not identify costs pertaining to libraries.
Information Collected	The data requested pertaining to libraries include degrees granted in library science and library science technology, students enrolled in library science programs, librarians' salaries, expenditures for materials, size of collection, staff, funds received, services offered, physical facilities available, interlibrary loan transactions, audiovisual materials, and information on federally funded programs.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 6.25 and the estimated cost for these activities is $185,719.
Equipment Used	Computer and data processing equipment are used; however, the processing is not done by NCES but by the USOE Office of Administration, Automatic Data Processing Division.
Difficulties Encountered	As far as gaps in collection are concerned, "there was an interval of 8 years between the last two surveys [of school libraries]" and "public library surveys ... obtain data only for large libraries serving areas with at least 25,000 inhabitants." With regard to the collection of data, "the three library surveys that we conduct periodically are not coordinated." With regard to the use of data collected, "data are not disseminated rapidly enough, [and] surveys are not conducted frequently enough...."
End-Products	NCES publishes triennially *Statistics of Public Libraries Serving Areas With at Least 25,000 Inhabitants*, which contains data on population served, number of service outlets, bookstock and serial holdings, loan transactions, salaries and staff positions, operating receipts, operating expenditures, and capital expenditures. The annual *Inventory of Physical Facilities in Institutions of Higher Education* includes square feet of floor space belonging to the library organizational unit. *Library Statistics of Colleges and Universities: Data for Individual Institutions*, issued biennially, tabulates volum microforms, and serial publications entering and leaving the collection; volumes and serials per FTE student; operating expenditures, value of nonbudgeted services, and expenditure ratio; and salary of full-time staff, hours of assistance, and vacant positions. The accompanying *Analytic Report* summarizes the data for all college and university libraries.
Reporting/ Distribution Channels	The data collected are reported to libraries in the survey universes, to state and federal administrators responsible for library development, to accredited library schools, and to selected organizations. Final reports are available for purchas
Future Plans	"We are working toward the development of a nationwide library data system."

Agency Profile U.S. DEPARTMENT OF THE INTERIOR 6138

OFFICE OF THE SECRETARY
Office of Library Services
Washington DC 20240

Responsibilities/ Functions	The function of this Office is to oversee "library service in the Department of the Interior."
Reasons for Collection	1) "To monitor potential network which is being planned." 2) "To determine overall expenditures and resources in the Library area." 3) "To respond to budgetary inquiries from OMB and the Congress."
Collection Mechanisms/ Data Sources	Data are collected directly from the Interior Department's 200 bureau libraries, including those in colleges and schools. The collection mechanism is the Annual Library Services Report with three sections: Financial Information (Form DI-589), Personnel Information (Form DI-589A), and Library Information (Form DI-589B).
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on actual and estimated budget; expenditures for personal service, personnel benefits, operations, supplies and materials, and equipment; name, title, grade, experience, and education of each employee; branches; operations; major groups of users; resources; current collection; acquisitions; interlibrary loan; reference and research, written translations; cataloging; facilities, and equipment for each library.
Personnel/ Costs	Data for full-time equivalent staff engaged in library statistics activities are "not available," and no information on specific costs for these activities was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	The Office reports that the major shortcoming in data collection is that "questions [are] not applicable to all libraries."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF COMMERCE 6258

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Office of Administration and Technical Services
Rockville MD 20852

Responsibilities/ Functions	This Office, through its Scientific Information and Documentation Division, "coordinates and supervises the scientific and technical information, documentation, publication and library activities of NOAA and develops them into a comprehensive NOAA program. It conducts this program to serve all components of NOAA and to facilitate the transfer of scientific and technical information throughout NOAA and between NOAA and other government agencies, the scientific community, and other national and international interests."
Reasons for Collection	1) "To evaluate library and information services." 2) "To spot deficiencies and strengthen areas needing it." 3) "To justify financial support."
Collection Mechanisms/ Data Sources	Data are collected monthly from the libraries of the various agencies which make up NOAA using a form entitled Monthly Accomplishment Report.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries is used exclusively by this agency.
Information Collected	Coded data are collected on projects and work units as specified in ESSA Circular 66-20.
Personnel/ Costs	Full-time equivalent staff and costs for library data collection activities are "negligible."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the types of data collected, "no accounting for items searched but rejected. No differentiation between time spent on professional and clerical duties. Variations in interpretation of definitions which cause non-uniformity in statistics reported."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

DEFENSE SUPPLY AGENCY
Cameron Station
Alexandria VA 22314

Responsibilities/ Functions	"The Defense Supply Agency is directly responsible to the Secretary of Defense for providing supplies and services used in common by the military services and in some cases to certain federal civil agencies." The Agency has regulatory responsibilities for technical and administrative libraries, Information Analysis Centers (IACs), and the Defense Documentation Center (DDC).
Reasons for Collection	1) "Budget." 2) "Workload trends." 3) "Historical."
Collection Mechanisms/ Data Sources	Data are collected directly from the above special libraries and indirectly through the collection activities of some military commands for the specialized information centers (IACs). The DDC submits a monthly Management Data Report in memorandum form; IACs provide tabular program support information to justify budget estimates.
Accounting Codes	An accounting code system which identifies costs pertaining to libraries and information centers is used exclusively by this Agency.
Information Collected	"Limited to data on manpower, selected workload, obligations, and expenses."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is "less than 1 man year;" no information on costs for these activities was provided.
Equipment Used	Data processing and computer equipment are used and data are stored on magnetic tape.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF THE ARMY 6323

THE ADJUTANT GENERAL
Army Education & Morale Support Directorate
10th and Independence Avenue, S.W.
Washington DC 20314

Responsibilities/ Functions	This Directorate is responsible for "policy making, program development and staff supervision of Special Services library and recreation programs." It exercises regulatory responsibilities over Special Service activities throughout the Army.
Reasons for Collection	1) "Information on which to base planning." 2) "Review and evaluation of program." 3) "General information on scope of program."
Collection Mechanisms/ Data Sources	Data are collected quarterly on Nonappropriated Fund Statement, DA Form 1790, sent to the libraries in 18 Army commands and other organizational units, and semi-annually on Special Services Activities, DA Form 282, sent to 15 Army commands and organizational units.
Accounting Codes	The accounting code system is used throughout the Department of the Army for Special Services libraries and identifies costs (appropriated funds). "Costs from nonappropriated funds are identified by individual program names, e.g., libraries, but no accounting or fiscal code system is used."
Information Collected	Data collected pertain to costs, number of library elements (e.g., branches, bookmobiles), library collection, staffing, expenditures, and income. "Data collected [are] limited to the general libraries operated by Army Special Services. ...Only statistics on ... libraries for which this office is responsible are gathered. No statistics [are] gathered on libraries in Army schools and colleges, dependent schools, special libraries (technical), information centers, hospitals (medical libraries) or legal offices."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.019 and the estimated cost for Fiscal Year 1970 was $200.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, "insufficient data on library personnel and inadequate data on utilization of libraries. Inaccuracies occasionally occur since the final report is often not prepared or reviewed by the responsible librarian." With regard to the use of data, "data [are] 9 to 15 months old."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	None.

Agency Profile U.S. DEPARTMENT OF THE ARMY 6337

OFFICE OF THE CHIEF OF STAFF
Assistant Chief of Staff for Communications-Electronics
DACE-PPI
Washington DC 20310

Responsibilities/ Functions	"The Assistant Chief of Staff for Communications-Electronics (ACSC-E) is responsible for all staff aspects of communications within the Army, to include developing plans and policies, budgeting for C-E activities, and supervising the Army Photographic Agency, which is responsible for audio-visual activities."
Reasons for Collection	1) "Internal management as required by Army Regulations." 2) "To provide data to field units to improve their management capabilities." 3) "To answer external questions related to ACSC-E areas of responsibility."
Collection Mechanisms/ Data Sources	Data are collected regularly from the central audiovisual library of the Army Photographic Agency and from the U.S. Army Management Systems Support Agency computer data base. The data on the audiovisual library are collected via DA Form 3605-R, Audio-Visual Management Data Base Report, part of Army Regulation 108-1, which gives a description of the scope of the data base and instructions for completing the 7-part form.
Accounting Codes	ACSC-E does not use an accounting code system which identifies costs pertaining to libraries or information centers.
Information Collected	Data requested on DA 3605-R include personnel, cost data, still photography services, motion picture services, television services, production status, and audiovisual support services.
Personnel/ Costs	The full-time equivalent staff engaged in library data collection activities is 0.05. No expenditures were reported.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other agency.
Future Plans	"Efforts are currently under way to establish a computerized data base for collection and analysis of data."

FIRST U.S. ARMY
Special Services Division
Fort George G. Meade MD 20755

Responsibilities/ Functions	The First U.S. Army Special Services Division is responsible for "technical supervision and guidance of the Special Services programs and activities at the 17 installations [comprising the First U.S. Army, located in the northeastern United States]; implementation of Department of Army policies; establish[ing] policies within the First United States Army; and program development."
Reasons for Collection	1) "Program review and evaluation of support, holdings, and utilization." 2) "To provide information to higher headquarters." 3) "Comparison of one installation to another."
Collection Mechanisms/ Data Sources	Data are collected from and limited to the general (post) libraries and hospital (patient) libraries at the 17 installations, using DA Form 282, Special Services Activities; 1AA Form 667, Special Services Activities Report; and an unofficial, untitled First Army form.
Accounting Codes	The accounting code system is used throughout the Department of the Army for Special Services libraries and identifies costs (appropriated funds). "Nonappropriated funds (welfare funds generated locally) supplement appropriated funds but there is no cost accounting code used for the separate programs."
Information Collected	Data collected include number of library elements (e.g., branches, bookmobiles), library collection, circulation, and attendance.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities amounts to "approximately 2 hours per week." The expenditures for Fiscal Year 1971 were "approximately $300."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, a shortcoming exists in knowing about "personnel authorized and on duty by U.S. Civil Service Commission occupational series and grades."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially submitted to the Adjutant General Army Education & Morale Support Directorate, and Headquarters, Continental Army Command.
Future Plans	None.

AIR FORCE COMMUNICATIONS SERVICE
Directorate of Personnel Services
Richards-Gebaur AFB MO 64030

Responsibilities/ Functions	The responsibilities of the Directorate of Personnel Services are to "develop and supervise programs and functions which contribute to the recreation and welfare of military personnel and their dependents assigned to the Air Force Communications Service." The Directorate does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Justify manpower utilization data." 2) "Basis for development of future budget, i.e., if trend is toward technical, more money for that type of publication will be needed." 3) "Compare service rendered with established goals."
Collection Mechanisms/ Data Sources	Data are collected from the 1840 Air Base Wing Library on AF Form 179, Semiannual Library Report.
Accounting Codes	The Directorate does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are collected on facilities, funds, materials, circulation, services, and staff.
Personnel/ Costs	The full-time equivalent staff engaged in library data collection activities is reported as "negligible"; no information was provided on costs for these activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the scope of data collected, "statistics do not show circulation of all materials, i.e., paperbacks, etc. Reporting not current enough to be useful...."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to Headquarters, U.S. Air Force.
Future Plans	None.

ALASKAN AIR COMMAND
APO Seattle WA 98742

Responsibilities/ Functions	This Command is responsible for the offensive, defensive, transport, and logistics functions in its area of operation. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To show participation." 2) "To show growth." 3) "For budgetary planning."
Collection Mechanisms/ Data Sources	Data are collected semiannually from the 3 post libraries under the Alaskan Air Command using AF Form 179, Semiannual Library Report.
Accounting Codes	This Command does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are collected on facilities, funds, materials, circulation, services, and staff.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 4. Expenditures for these activities are "not available."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are reported to Headquarters, USAF.
Future Plans	None.

U.S. DEPARTMENT OF THE AIR FORCE
Special Services Division, Libraries Section
USAFMPC/DPMSBS1
Randolph AFB TX 78148

Responsibilities/ Functions	The "Libraries Section determines policy and provides staff supervision for the worldwide AF Library program, which includes general, technical, research and academic library services." The Section writes Air Force (AF) Library policy regulations and certifies the establishment of account-numbered AF libraries.
Reasons for Collection	1) "Information." 2) "Planning and programming." 3) "Budgeting."
Collection Mechanisms/ Data Sources	Data are collected from the 202 account-numbered Air Force libraries, including those administered as libraries in post-secondary educational institutions, as public libraries, and as special libraries, using AF Form 179, Semiannual Library Report.
Accounting Codes	The accounting code system used identifies costs pertaining to libraries and is used exclusively by this office.
Information Collected	Data are collected on facilities, funds, materials, circulation, services, and staff.
Personnel/ Costs	Library statistics activities are "accomplished semiannually by librarians, command librarians, and keypuncher--impossible to get times on all these persons." Costs are "unknown," since data activities are "accomplished 'in house' with existing staff and equipment."
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards.
Difficulties Encountered	With regard to the collection of data, the difficulty has been "misunderstanding concerning meaning of terms reported on."
End-Products	A typed report entitled USAF Consolidated Semiannual Library Reports, Continental United States and Overseas is prepared which includes data on circulation, services (including interlibrary loan), facilities, funds, collection size, and average daily attendance.
Reporting/ Distribution Channels	Data collected are reported officially to the Office of the Secretary of Defense, Office of the Secretary of the Air Force, and Headquarters, U.S. Air Force, and are available to major Air Force commands and other interested agencies.
Future Plans	"Consolidations done by machine."

NATIONAL SCIENCE FOUNDATION
1800 G Street, N.W.
Washington DC 20550

Responsibilities/ Functions	"The fundamental purpose of the National Science Foundation is to strengthen research and education in the sciences. Among its activities are: the award of contracts and grants in support of scientific research; the development and dissemination of information relating to scientific resources; the support of national centers where large facilities are made available for the use of qualified scientists; a program aimed at strengthening research and education; programs supporting the development and use of computer and other scientific methods and technologies; programs designed to foster the exchange of scientific information; and programs supporting science planning and policy studies." The Foundation does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Federal policy-making in regard to scientific and technical information activities." 2) "An overview of the structure of STINFO activities and the relative importance of these different activities in dollar terms. Also, a representative collection of specific types of activities carried out by different agencies, with some idea of their interrelationship." 3) "A record of growth over time."
Collection Mechanisms/ Data Sources	Data are collected directly from the Library of Congress, National Agricultural Library, federal agencies, and specialized information and data centers by means of the Annual Survey of Federal Funds for Research, Development, and Other Scientific Activities (NSF Form 404). Data are collected indirectly via the collection activities of "federal agencies involved in the support of extramural scientific and technical information activity." "In most agencies, ... data on libraries are reported internally to a central office that coordinates all data covering STINFO [scientific and technical information] activities for that agency. Thus, library data are included with other data."
Accounting Codes	An accounting code system, used only by the Foundation, identifies costs pertaining to libraries and information centers.
Information Collected	Data are collected on actual obligations for the current fiscal year and estimates for the next two fiscal years in support of libraries, reference, and specialized information centers. "Data are limited to services that further dissemination of scientific and technical information only. They do not cover library services covering other types of information."

Personnel/ Costs	No information on full-time equivalent staff or expenditures for library statistics activities was reported.
Equipment Used	Data processing and computer equipment are used. Statistics are not stored in machine-readable form.
Difficulties Encountered	With regard to types of libraries surveyed, the Foundation reported: "We might benefit from subclassification by types of libraries (e.g., documentation centers, clearinghouses, research libraries, etc.)." With respect to data use, "data are generalized and therefore do not meet the needs of those who want a cost-accounting view. However, the purpose of the data is to provide a *broad* view."
End-Products	Data are published annually as part of *Federal Funds for Research, Development, and Other Scientific Activities*, which includes fiscal statistics and charts on libraries, reference, and specialized information centers for scientific and technical information. The Foundation's *Annual Report* contains statistics within a narrative summary covering information systems and centers development; operational support for information services; and research, development, planning, and coordination of information networks and centers.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

U.S. INFORMATION AGENCY
Information Center Service
1717 H Street, N.W.
Washington DC 20547

Responsibilities/ Functions	The purpose of the Agency "is to help achieve U.S. foreign policy objectives by influencing public attitudes in other nations...." The Information Center Service has as its function the "administration and servicing of overseas USIS libraries and binational cultural center libraries in 98 countries." The Agency does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Background for Congressional budget hearings." 2) "Public information." 3) "Internal planning."
Collection Mechanisms/ Data Sources	Data are collected directly from 294 USIS overseas libraries and binational cultural center libraries or their parent institution--a principal USIS post--via an Annual Statistical Report (Form 1A-911).
Accounting Codes	An accounting code system is used to identify library costs and is exclusive to USIA.
Information Collected	Data are collected on inventory, circulation, number of loan collections, number of members, number of reference questions, and attendance. The Agency states that the Statistical Report "is limited to basic data required for legislative and planning purposes."
Personnel/ Costs	The full-time equivalent staff engaged in collecting library data is given as .08, with the Fiscal Year 1970 expenditure reported as $2000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	Data are published in *United States Information Centers and Reading Rooms Annual Statistics*, a compendium of figures on number of centers and reading rooms, inventory, circulation number of library members and reference questions, and attendance for each of six geographical areas of the world.
Reporting/ Distribution Channels	USIA does not officially report library data to any other agency.
Future Plans	None.

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Agency Profile

VETERANS ADMINISTRATION
Central Office
810 Vermont Avenue, N.W.
Washington DC 20420

Responsibilities/ Functions	This agency administers "benefits as prescribed by law (compensation; pensions; education; insurance; and other specific benefits and programs)." It has regulatory responsibility for "166 hospitals, 202 outpatient clinics, 16 domiciliaries, 6 restoration centers, and 63 nursing bed care units in its Health Care programs as well as a nationwide chain of Regional Offices to administer other veterans' benefits."
Reasons for Collection	1) "Control of operations within budgeted plan." 2) "Surveillance over services provided." 3) "Monitoring responsiveness of service to program requirements."
Collection Mechanisms/ Data Sources	The Administration collects library data directly from VA hospitals having patient and professional libraries and from specialized information or data centers by means of an annual Narrative Report of Library Service and a Quarterly Report of Library Services Activities, VA Form 10-7354(AMIS).
Accounting Codes	"Employment in and financial accounting for library activities are reported through the VA Cost Accounting and Management Information System."
Information Collected	Data are collected annually on library service to patients, medical staff, and employees; personnel; administration; and staff development. Data collected quarterly include circulation, reference and bibliography, selection of books, group activities, and books in stock for patient and medical libraries. Relatively few data are collected, for reasons of "economy in cost of reporting considered in conjunction with [the] need for a minimum of essential management data."
Personnel/ Costs	No information was reported.
Equipment Used	Data processing and computer equipment are used with data stored on tapes and discs.
Difficulties Encountered	None.
End-Products	No examples were submitted.

Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	"a. The AMIS segment is being discontinued. Present plans call for the data to be submitted manually at the end of each year. b. VA Form 10-7157a-10 [which forecasts library service budgets from data contained in the AMIS report] is discontinued. Local library activities are budgeted by local station management and this can be accomplished without the use of this particular form."

U.S. GOVERNMENT PRINTING OFFICE

North Capitol and H Streets, N.W.
Washington DC 20401

Responsibilities/ Functions	This agency has responsibility for "printing for Congress and Government agencies; sales distribution; distribution for other agencies and Members of Congress; depository library distribution; cataloging and indexing."
Reasons for Collection	1) "To maintain the depository library program." 2) "To insure that Government publications are available to the public." 3) "To obtain material for depository distribution and for listing in Monthly Catalog of U.S. Government Publications."
Collection Mechanisms/ Data Sources	Data are collected directly from depository libraries and individual government agencies. Libraries reporting include those in federal post-secondary educational institutions, federal vocational and senior high schools, federal public libraries, special libraries, and state schools of library or information science. A reporting form, Biennial Report of Depository Libraries, is sent to the 1,062 depository libraries, 969 of which responded to the last request for data.
Accounting Codes	This Office does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are requested on the number of U.S. Government publications on hand, the use made of the collection, etc.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are officially reported to the U.S. Congress.
Future Plans	"Distribution and investigative procedures to be computerized."

LIBRARY OF CONGRESS
10 First Street, S.E.
Washington DC 20540

Responsibilities/ Functions	"The Library of Congress is the principal library of the United States Government. It serves not only Congress but all agencies of the Government. It also serves scholars and other members of the public by making books and other materials available in the buildings and also by inter-library loan. It provides many other services through a variety of programs and publications." The Library has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	No information was provided.
Collection Mechanisms/ Data Sources	Data are collected quarterly from state libraries for the blind and physically handicapped via Forms 73-48 and 73-53.
Accounting Codes	"As a Federal agency, the Library of Congress follows the Office of Management and Budget instructions on classification of expenditures and obligations by 'object classification.'" This accounting code system identifies costs pertaining to libraries and information systems.
Information Collected	Data are collected on circulation and number of readers served by type of book or material and whether adult or juveni
Personnel/ Costs	No information was provided.
Equipment Used	No information was provided.
Difficulties Encountered	No problems were reported.
End-Products	An Annual Report of the Librarian of Congress is prepared which includes data on the number of materials and readers, as collected above, in addition to data on the Library's own collection, acquisitions, and finances.
Reporting/ Distribution Channels	The Annual Report, officially submitted to the Congress, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Future Plans	None.

AMERICAN LIBRARY ASSOCIATION
Association of State Library Agencies
50 East Huron Street
Chicago IL 60611

Responsibilities/ Functions	The Association "is interested in the development and coordination of library resources and services of all types of libraries. Its responsibility covers those functions and services relating to statewide library development and those pertaining to library services performed at the state level, including specialized book and information resources and services in support of the work of state government." The Association has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To supply data for the *Book of the States*." 2) "To give a basis for comparison of state library agencies." 3) "To give an adequate picture of the functions and appropriations of state library agencies."
Collection Mechanisms/ Data Sources	Data are collected biennially from 50 state library extension agencies by means of a questionnaire.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on legislation affecting libraries; state and federal appropriations; other sources of income; level of agency in state government; library functions assigned to other state agencies; contractual agreements for library services; functions and responsibilities regarding library services to state government; statewide development of library services, resources, and information networks; and financing library programs.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library data is reported as 1, with the Fiscal Year 1971 expenditure given as $750.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the agencies surveyed, the Association states the reporting problem is a "need to standardize terminology and collecting devices in agencies that vary a great deal." The difficulties with respect to the types of statistics collected concern the "inability to collect all that is needed." "Limited staff and limited time" present problems in processing. The problem in using the data is that "State agencies differ so in make-up and functions it is difficult to compare such different institutions."

End-Products	Data are reported in the *Book of the States*, published biennially by the Council of State Governments, in the form of a narrative on legislation affecting libraries and a statistical chart showing organizational structure, reporting responsibility, sources of appropriations and income, functions, and responsibilities for each state library extension agency.
Reporting/ Distribution Channels	Library data are officially reported to "the Council of State Governments for *Book of the States*."
Future Plans	No information was provided.

AMERICAN LIBRARY ASSOCIATION
Library Education Division
50 East Huron Street
Chicago IL 60611

Responsibilities/ Functions	"LED is a membership division devoted to continuous study and review of changing needs for library education and training at all levels. The division collects information about various aspects of library education; it disseminates such information as a service." The Division does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To provide information requested by librarians and prospective librarians." 2) "To provide information on current developments." 3) "To enable comparison of programs and trends over periods of time."
Collection Mechanisms/ Data Sources	The Division collects data directly from public and private schools of library or information science, state library associations and extension agencies, and other library or library-related associations via an annual financial assistance questionnaire and an annual continuing education data card.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	Data are collected on types of financial assistance offered, granting body, amount, requirements, and deadlines; titles of continuing education programs, instructors, location, dates, charges, credit, registration, primary audience, and subject matter. "Information on financial assistance available to library school students [is] limited to $500 or over."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 0.20. Expenditures were "not available."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	Regarding types of institutions surveyed, the Division reports that the "universe [is] difficult to identify accurately." "Data [are] incomplete because response to questionnaires and report forms is voluntary. Data gathered [are] published, and some non-respondents prefer not to have information publicized." Regarding the Continuing Education...publication, "information frequently received too late for publication deadlines; program planners don't allow enough time for publicity."

End-Products	*Financial Assistance for Library Education* is published annually by the American Library Association and offers complete data in the form of tables on financial assistance from state library agencies and associations, educational institutions, national and regional awards, and graduate library school programs. Continuing education programs are listed in the Library Education Division's annual directory of *Continuing Education for Librarians*. The information therein is also published in the LED *Newsletter*, and as a priced separate.
Reporting/ Distribution Channels	Data are not officially reported to any other organization.
Future Plans	"Dissemination: 'Continuing Education for Librarians 1972' to be published in *American Libraries*, the Bulletin of the American Library Association."

AMERICAN LIBRARY ASSOCIATION
Resources and Technical Services Division
50 East Huron Street
Chicago IL 60611

Responsibilities/ Functions	The Division's areas of concern are "acquisition, identification, cataloging, classification, and preservation of library materials; the development and coordination of the county's library resources; and those areas of selection and evaluation involved in the acquisition of library materials and pertinent to the development of library resources. The AS [Acquisitions Section] Library Materials Price Index Committee compiles and arranges for publication of price indexes to various classes of library materials." The Division does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Provide guidance for library budget preparation." 2) "Identify specific trends in costs of materials for libraries." 3) "Provide data base for individual research."
Collection Mechanisms/ Data Sources	Data are collected directly from R.R. Bowker Co., and individual contributors to the *Bowker Annual*. Information is received indirectly from the "Library Association (of Gt. Brit.), British National Bibliography, and Department of Education & Science (G.B.) and published in *Library Association Record* (British prices); and *Arbeitsstelle für das Büchereiwesen* (German prices)."
Accounting Codes	No accounting code system is used to identify costs.
Information Collected	Data collected include "statistics of American paperback prices, all kinds of audiovisual materials prices, newspapers prices, and accurate prices of major Western European countries which are comparable to U.S. prices." Statistics are "limited to materials which one would normally expect libraries to purchase, as opposed to materials individuals might purchase, such as self help books and religious tracts. Cf. *Bowker Annual* for specifics."
Personnel/ Costs	"All time is contributed and unaccounted for."
Equipment Used	Data processing and computer equipment are used; however, data are not stored in machine-readable form.

Difficulties Encountered	Regarding collection activities, "there have been objections in the past to the methodology of compilation of the statistics by the Library Materials Price Index Committee. There are no objections at the present time." Concerning data processing, the Committee "feels strongly that the three-year base is preferable to the one-year base being used by some nationally reported price indexes and recommends the return to the use of the three-year base. (cf. *Bowker Annual*, 1971, p. 79.)"
End-Products	The U.S. price indexes compiled by the Library Materials Price Index Committee are published in the *Bowker Annual*. Price indexes and comparative average prices by categories and years are tabulated for library microfilm rates, periodicals, serial services, hard cover books, mass market paperback books, and trade and higher priced paperback books.
Reporting/ Distribution Channels	Data are not officially reported to any other organization.
Future Plans	None.

AMERICAN THEOLOGICAL LIBRARY ASSOCIATION
Lutheran Theological Seminary
7301 Germantown Avenue
Philadelphia PA 19119

Responsibilities/ Functions	The functions of the Association are "to bring its members into closer working relationships with each other, to support theological and religious librarianship, to improve theological libraries, and to interpret the role of such libraries in theological education...to develop and implement standards of library service, promote research and experimental projects, encourage cooperative programs that make resources more available, publish and disseminate literature, and cooperate with organizations having similar aims." The Association does not have any regulatory, licensing, accrediting or certification responsibilities.
Reasons for Collection	1) "Self-comparison and evaluation by members." 2) "Data for evaluative use by this organization." 3) "Assessment of institutional dues by this organization."
Collection Mechanisms/ Data Sources	Data are collected directly from 171 theological libraries which are members of either the Association or the American Association of Theological Schools. The mechanism is an annual Statistical Records Report.
Accounting Codes	No accounting code system which identifies costs pertaining to libraries is used.
Information Collected	Data are collected on affiliation with other libraries, if any; total volumes; number of volumes added; net change; total microfilm units; numbers of professional, nonprofessional, student assistants on staff; expenditures for acquisitions, binding, salaries, and operating expenditures.
Personnel/ Costs	"Statistician's services are contributed; expenses are borne by his home library."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the libraries surveyed, the major problem is "non-reporting; we have no sanctions to enforce reporting of statistics." The major difficulties encountered in data use are "variant uses of 'standard' terminology leading to incomparable reporting" and "evaluation of uncompensated services in Roman Catholic libraries in which work is performed by clergy, members of orders, etc. Institutional dues are based on the total operating expense of the libraries, and also it is difficult to compare these libraries with those which fully compensate personnel." The problem in processing is "tedium."

End-Products	The "Statistical Records Report" is published annually as part of the *Proceedings of the ATLA*. Data cover collections, personnel, and expenditures by individual library; rank order by library of volumes in library, volumes added, total expenditures for acquisitions and binding, and total library operating expenditures.
Reporting/ Distribution Channels	Data are not officially reported to any other organization.
Future Plans	None.

ASSOCIATION OF AMERICAN LIBRARY SCHOOLS
471 Park Lane
State College PA 16801

Responsibilities/ Functions	The functions of the Association are to "encourage, promote, and develop the field of library education." It has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "Dissertations in progress." 2) "Membership and faculty directory." 3) "Miscellaneous research project information."
Collection Mechanisms/ Data Sources	Data are collected directly from 140 public and private graduate-level schools of library or information science by means of an annual Directory Information report.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on the number of faculty in each academic rank; the name, title/rank, and classification of administrative personnel; and full-time, part-time, and summer school faculty. The Association states that "we limit our information collecting activities to the accredited and non-accredited graduate level library school programs in the United States and Canada."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 1, with the expenditure for Fiscal Year 1970 given as $500.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No difficulties were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to other units or agencies.
Future Plans	None.

ASSOCIATION OF RESEARCH LIBRARIES

1527 New Hampshire Avenue, N.W.
Washington DC 20036

Responsibilities/ Functions	The function of the Association is to "assist member libraries in the improvement of their resources and services in support of teaching."
Reasons for Collection	1) "To maintain continuous record of growth and activity of member libraries." 2) "To assist with factual data as background for planning and decision-making." 3) "To permit comparisons among member libraries."
Collection Mechanisms/ Data Sources	Statistics are collected directly from the member libraries of the Association, namely, public and private university, research, local public, and federal libraries.
Accounting Codes	No accounting code system is used which identifies costs pertaining to libraries.
Information Collected	Data collected include salaries and other expenditures, holdings, and staff. "Data collected are intended to be that which is readily available."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 0.15 with the Fiscal Year 1971 expenditure given as $5000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of statistics collected, the major problem is that "figures [are] sometimes inaccurate or incomplete." Also, there is a "lack of time to analyze data collected."
End-Products	The Association produces two reports in typewritten form. The Annual Salary Survey covers number of professional positions in different salary ranges for ARL university, national, public, and special libraries; and median and beginning professional salaries for individual member institutions. Academic Library Statistics covers collections, personnel, expenditures, and types of microforms for each institution; volumes, volumes added, total staff(FTE), total expenditures for books and binding, total salaries and wages, and total library operating expenditures in rank order.
Reporting/ Distribution Channels	Library data are officially reported to the U.S. "Office of Education and perhaps to state agencies."
Future Plans	None.

THE CENTER FOR RESEARCH LIBRARIES
5721 Cottage Grove Avenue
Chicago IL 60637

Responsibilities/ Functions	"The Center for Research Libraries is a non-profit corporation supported by its member institutions to provide materials for research. The members share cooperatively in the cost of collecting and maintaining these materials." The Center has no regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To determine annual assessments for the members, which are based in part on annual acquisitions budgets." 2) "To make projections regarding resources available for further development of the Center's collections and programs."
Collection Mechanisms/ Data Sources	Data are collected directly from 75 public and private colleges and universities, public libraries, and special libraries maintained by business firms and associations, all of which are members of the Center. The collection mechanism is an annual report form, Data for Determination of CRL Assessment Charges.
Accounting Codes	An accounting code system, used only by the Center, identifies library costs.
Information Collected	Data are collected on annual institutional expenditures for books, periodicals, and binding. The Center states: "We collect only the data we need, on annual acquisitions budgets and collection sizes, and only from the member of the Center for Research Libraries."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 0.5, with the Fiscal Year 1971 expenditure reported as $4000.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the types of libraries from which information is collected, the Center stated: "Since our data are collected from our members only, they are adequate for our purposes--but not a comprehensive picture for libraries of these types." With respect to types of statistics collected, the major shortcoming is "lack of agreement on definitions for estimating collection sizes."
End-Products	Library data are published in the *Annual Report of the Center for Research Libraries* and cover the names of participating institutions, their Directors of Library Services, and membership assessments. Statistical tables cover members' deposits by class of material; and the Center's direct acquisitions by class of material, major gifts, additions to microcard, microprint, and microfilm holdings, major purchases, monographs and serials, special materials cataloged, and circulation.

Reporting/ Distribution Channels	Library data are not officially reported to any other organization.
Future Plans	None.

IDAHO LIBRARY ASSOCIATION
c/o University of Idaho Library
Moscow ID 83843

Responsibilities/ Functions	The functions of the Association are: "1) to unite in common organization those professionally engaged as librarians and others interested in libraries in the State of Idaho; 2) to advance the common interest of libraries...; 3) to promote the organization and development of better library service...."
Reasons for Collection	1) "To show growth and development." 2) "To provide leverage for improving individual libraries which are behind in development." 3) "To get rough guides on operations, staffing, and financial support of libraries."
Collection Mechanisms/ Data Sources	The Association collects data directly from public and private colleges and universities and indirectly, via the collection activities of the State Library, from public libraries.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data collected include holdings, hours of service, and expenditures.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is reported as 0.05. No expenditures were given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of statistics collected, the Association reports problems with "variances in counting documents, circulation, and institutional expenses." The difficulty cited in processing is that "sheer physical geography of the state slows down report submissions which are by mail." The problem encountered in data use is that "variances in definitions sometimes invalidate comparisons."
End-Products	Library data are published annually in The Idaho Librarian. Statistics for colleges and universities include holdings, use of library materials, hours, staff, and operating expenditures. Public library statistics cover population served, book stock, circulation, hours, receipts, and expenditures.
Reporting/ Distribution Channels	Library data are not officially reported to any other organization.
Future Plans	None.

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NEVADA LIBRARY ASSOCIATION
Nevada State Library
Carson City NV 89701

Responsibilities/ Functions	"The Nevada Library Association is a nonprofit corporation created to actively promote quality library service and librarianship in Nevada [and has] corporate powers as enumerated in the Nevada Revised Statutes." The Association certifies public librarians on an "entirely voluntary" basis.
Reasons for Collection	1) "Library resources and use in relation to population growth." 2) "Public library support (fiscal)." 3) "Comparative statistics - University of Nevada." 4) "Nevada public school libraries."
Collection Mechanisms/ Data Sources	The Association collects data directly from state colleges and universities; public schools of all types; public libraries; state institutional libraries; federal, state, and local government agency and other special libraries. It receives data indirectly via the collection activities of the Nevada Departments of Education and Economic Development, the Tax Commission, and the U.S. Bureau of Census.
Accounting Codes	An accounting code system, used only by this Association, identifies costs pertaining to libraries.
Information Collected	The Association reports that it limits statistics collected as follows: "Public Libraries: Population served, collection, circulation, finances (all phases); University Libraries: Enrollment, FTE professionals, FTE nonprofessionals, no. of students, hours of assistance, salaries; Public Schools: Enrollment, number of schools per county, number of certified personnel, [expenditures] for certified personnel, book collection."
Personnel/ Costs	No information on full-time equivalent staff or expenditures for library statistics activities was given.
Equipment Used	No response was given.
Difficulties Encountered	With regard to processing data, the Association reported that "statistics [are] reported and compiled from several different major sources and on varied forms and with varied methods of collection. It is apparent that more systemization of reporting is essential to obtain needed information as painlessly--and accurately as possible."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	No response was given.
Future Plans	No response was given.

SPECIAL LIBRARIES ASSOCIATION

235 Park Avenue, South
New York NY 10003

Responsibilities/ Functions	This organization is the "educational and scientific association of professional special librarians and information scientists and specialists." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"To determine salaries in various kinds of special libraries, effect of geographical area, subject specialization, and job responsibilities."
Collection Mechanisms/ Data Sources	Data are collected triennially directly from the Association's approximately 6,000 members and from public libraries, public and private institutional and special libraries, specialized information centers, and library extension agencies.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	The information collected is a "salary survey" of "SLA members who are not retired or student members."
Personnel/ Costs	"Work is compiled by an outside survey agency."
Equipment Used	Data processing and computer equipment are used with data stored on "punched cards until the survey is published."
Difficulties Encountered	With regard to the libraries surveyed, the Association reported "less than 100% return of questionnaires."
End-Products	Salary survey data are published in Special Libraries, the bimonthly publication of the Association. Statistical tables are given for basic annual salaries in selected years; mean salaries by census region in rank order of 1970 data, by standard metropolitan area, and by type of employer; salary distribution by each census region, by responsibility, by job description, by highest academic degree, by subject field, by age, by sex; and other related data.
Reporting/ Distribution Channels	Library data are not officially reported to any other organization.
Future Plans	None.

UNIVERSITY OF ILLINOIS
Graduate School of Library Science
Library Research Center
220 Armory Building
Champaign IL 61820

Responsibilities/ Functions	The Center is responsible for publishing Indexes of American Library Statistics. It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	1) "To provide data on circulation and expenditures which public librarians can use for comparison."
Collection Mechanisms/ Data Sources	Data are collected directly from 40 selected public libraries serving populations of 25,000 or more via an annual report, Indexes of Circulation and Expenditure for Public Libraries in the United States, and from the 764 public libraries in the United States serving populations of 25,000 or more via a one-page form which is sent once each ten years.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Data collected are limited to circulation and expenditures on an annual basis.
Personnel/ Costs	No response was given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to use of data, the Center reports that "we collect data on public library circulation and expenditures. While we do not relate these in any way, that is often the way the user interprets the Index."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are officially reported to the American Library Association for publication in *American Libraries*.
Future Plans	"A new sample of 40 public libraries will be selected to study during the 1970-79 decade."

AMERICAN LIBRARY ASSOCIATION
Committee on Accreditation
50 East Huron Street
Chicago IL 60611

Responsibilities/ Functions	The functions of the Committee are "to be responsible for the execution of the accreditation program of the American Library Association and to develop and formulate standards of education for librarianship for the approval of the Council."
Reasons for Collection	1) "To provide the Committee on Accreditation with an annual review of each of the accredited programs on the basis of which a decision regarding continued accreditation can be made." 2) "To provide the schools and profession at large with an overview of accredited programs." 3) "To assist in establishment of current norms."
Collection Mechanisms/ Data Sources	Data are collected directly from 53 A.L.A.-accredited graduate schools of library science by means of annual reports.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on number of regular and visiting faculty, number by function, teaching schedule for each faculty member, graduate student enrollment, student-faculty ratio, source of funds, expenditures, faculty research projects and publications, workshops, and significant changes.
Personnel/ Costs	The full-time equivalent staff engaged in collection of library data is reported as 1/12, and the Fiscal Year 1971 expenditure is estimated at $500 which "does not include time of regular employees."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Financial data are not comparable from school to school. Local calendars may also vary."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to other organizations or units.
Future Plans	"If respondents give permission, certain of the data collected will be published."

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ACCREDITING ASSOCIATION OF BIBLE COLLEGES
Box 543
Wheaton IL 60187

Responsibilities/ Functions	The Association's functions are: "1) Evaluation and accreditation of college level programs in biblical and church vocational education; 2) research in above fields; 3) publications; 4) conducting annual meeting."
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	The Association collects data directly from 62 private Bible colleges.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	The Association states that its collection activities are "restricted to accumulating annual data on library holdings of member schools."
Personnel/ Costs	No information was given.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	Data on total library holdings (cataloged volumes) of all member schools are published in the Association's Annual Report.
Reporting/ Distribution Channels	Library data are not officially reported to any other organization.
Future Plans	None.

UNITED BUSINESS SCHOOLS ASSOCIATION
The Accrediting Commission for Business Schools
1730 M Street, N.W.
Washington DC 20036

Responsibilities/ Functions	The Commission is responsible for "accreditation of private post-secondary and collegiate institutions predominantly organized to train students for business careers."
Reasons for Collection	No response was given.
Collection Mechanisms/ Data Sources	Data are collected directly from 9 four-year colleges, 48 junior colleges, and 412 business schools by means of an Annual Report. Applicant institutions and those being re-evaluated in six-year cycles submit a Library Checklist and a Report on Criteria.
Accounting Codes	An accounting code system, used by the Association only, identifies costs pertaining to libraries.
Information Collected	Annual data are limited to "number of new titles (business and general) and total number of books which are available for student use." Data gathered each six years include number of book titles, acquisition goals, number and sample of periodical titles, size and make-up of library staff, types of audiovisual devices available, types of systems used in recording circulation and inventory, type of cataloging system, budget allotment for books and periodicals, and use of facilities.
Personnel/ Costs	Full-time equivalent staff and expenditures for collection of library data are reported as "insignificant."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No response was given.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	No response was given.
Future Plans	None.

AMERICAN ASSOCIATION OF THEOLOGICAL SCHOOLS

534 Third National Building
Dayton OH 45402

Responsibilities/ Functions	The functions of the Association are to "maintain a list of accredited members through self-study, evaluation, and reevaluation on a ten-year basis, publish a quarterly journal, engage in consultation of theological schools, gather data and publish a *Fact Book on Theological Education*, conduct a fellowship program for associate schools, [and] act as trustee for the American Theological Library Association." The Association has accreditation responsibilities for theological seminaries.
Reasons for Collection	1) "The use of the Commission on Accrediting." 2) "Feedback of data to schools." 3) "Research activity."
Collection Mechanisms/ Data Sources	Data are collected annually from the 191 member schools using Form S-7, Personnel and Salary Data for Full-time Professional Library Personnel; and F-1, Statement of Current Revenues and Expenditures.
Accounting Codes	The accounting code system identifies costs pertaining to libraries and is used exclusively by the Association.
Information Collected	Data concern race, sex, and salary for library staff personnel, both full-time and part-time, as well as library expenditures. "We gather at this time only what we think we need in our accrediting activities and for the feedback of information to the schools."
Personnel/ Costs	No data on full-time staff engaged in library statistics activities or costs for these activities were provided "because the handling of the library data is a part of our overall information collecting."
Equipment Used	Computer and data processing equipment are used and data are stored on magnetic tape.
Difficulties Encountered	With regard to the shortcomings in collection activities, "we know almost nothing about microform holdings in our libraries. We also do not know much about the actual use of the library." With respect to the use of data collected, "we are not absolutely sure that we are getting accurate data and the data, in some cases, may be duplicated by the data gathering of the American Theological Library Association."
End-Products	The *Fact Book on Theological Education* includes data on library staffing patterns and salaries.
Reporting/ Distribution Channels	Data collected are reported to the American Theological Library Association.
Future Plans	None.

AMERICAN BAR ASSOCIATION
1155 East 60th Street
Chicago IL 60637

Responsibilities/ Functions	"The American Bar Association is a voluntary national association of lawyers. Among our activities is the accrediting of law schools."
Reasons for Collection	1) "To aid established law schools in having a standard of desired resources in dealing with university administrations." 2) "To provide a standard of median faculty salaries, etc., in counselling new law schools re needed resources." 3) "To identify the law schools at the bottom rank in terms of resources and so needing our special attention."
Collection Mechanisms/ Data Sources	Data are collected from the approved and unapproved public and private law schools in the country via an annual questionnaire, part 2 of which deals with the school law library. Of the 200 schools, 170 responded the last time the form was distributed.
Accounting Codes	The Association does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are requested on total number of volumes, number of serials, total dollars budgeted and spent for library materials, librarians' salaries, and full-time equivalent of library personnel.
Personnel/ Costs	The full-time equivalent staff engaged in library data collection activities is 1/6th, and the estimated cost for these activities for Fiscal Year 1971 was $900.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"The usual difficulties with questionnaires--getting prompt and complete returns and accurate returns."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data are reported to the Deans of all approved law schools. Some data are published in the *Review of Legal Education*, *Journal of Legal Education*, and the *Law Library Journal*.
Future Plans	"No major changes."

AMERICAN PUBLIC HEALTH ASSOCIATION
1015 18th Street, N.W.
Washington DC 20036

Responsibilities/ Functions	The Association has accreditation responsibilities for 18 schools of public health in the United States, Canada, and Puerto Rico and 4 graduate programs in Community Health Education.
Reasons for Collection	"Accreditation."
Collection Mechanisms/ Data Sources	Data are collected from the private and public universities which are parent organizations of the schools of public health via an annual General Questionnaire.
Accounting Codes	The Association does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Brief data are requested on number of volumes and periodicals and Formula Grant funds received for the school of public health library or reading room, the medical school library, and the general university library.
Personnel/ Costs	No information was provided.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to the collection of data, "incomplete response from universities contacted."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are reported to the state health departments and to the schools of public health.
Future Plans	"Possibly there will be a change in emphasis to qualitative, not quantitative concern, and there will be a concern [for] library material accessibility to students."

ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT
345 East 47th Street
New York NY 10017

Responsibilities/ Functions	The Council has the responsibility of accrediting engineering colleges (first professional degree programs in engineering and engineering technology) and technology schools (associate level programs in engineering technology and baccalaureates in engineering technology).
Reasons for Collection	"To help make sound decisions on accreditation."
Collection Mechanisms/ Data Sources	Data pertaining to libraries are collected from 200 schools of technology and 300 colleges of engineering, both publicly and privately supported, at the time of accreditation procedures.
Accounting Codes	The Council does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	The accreditation report requests data on size of library collection in engineering and related subject fields, library appropriations (especially for engineering materials), the number of separate engineering collections (if appropriate), the hours of service of the library, and the availability of trained library staff for assistance. "Our interest is only in libraries supporting engineering, engineering technology and technician programs at educational institutions. This, however, does not limit interest only to technical literature, ... [we are interested in] all literature supporting all phases of [the] program, i.e., social science, humanities, etc."
Personnel/ Costs	The full-time equivalent staff and costs for library statistics activities were reported as "0."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	None.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially submitted to any other organization.
Future Plans	None.

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NATIONAL ASSOCIATION OF SCHOOLS OF ART
One Dupont Circle, N.W.
Washington DC 20036

Responsibilities/ Functions	The Association "is the accrediting organization for programs in professional art in colleges and universities."
Reasons for Collection	1) "As part of the initial N.A.S.A. accreditation and membership procedures." 2) "As part of the re-accreditation procedure." 3) "Special individual studies and surveys."
Collection Mechanisms/ Data Sources	Data are collected directly from public and private 4-year and 2-year institutions of higher learning.
Accounting Codes	The Association does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	"We ask for and receive only very basic data (number of books, periodicals, slides, etc.) concerning libraries...because this is only one part of our accreditation (re-accreditation) self-study and evaluation. We ask only that libraries of member institutions show a sufficient number of volumes on art and related subjects, periodicals and art slides. (At least 5,000 volumes, 25 periodicals, and 10,000 slides--more if a graduate program is offered.) There also must be a sufficient annual acquisition budget."
Personnel/ Costs	No staff or expenditures were reported for library statistics activities.
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No problems were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other organization.
Future Plans	None.

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
One Dupont Circle, N.W.
Washington DC 20036

Responsibilities/ Functions	The Association's responsibilities are to "determine criteria and set standards for membership" and to accredit college and university schools of music.
Reasons for Collection	"[To prepare] a reference book for member institutions."
Collection Mechanisms/ Data Sources	Data are collected via annual reports requested from the 363 member schools of music in public and private, 4-year and 2-year institutions of higher learning.
Accounting Codes	The Association uses an exclusive accounting code system which identifies costs pertaining to libraries.
Information Collected	"Annual reports include expenditure per student only."
Personnel/ Costs	The full-time equivalent staff engaged in the collection of library data is 1-1/2; no information on costs for these activities was provided.
Equipment Used	Data processing equipment is used, with data stored on punched cards.
Difficulties Encountered	None.
End-Products	The Association publishes an annual report entitled *Music in Higher Education*, which includes budget information for books, periodicals, recordings and library scores by type and size of institution, and size of music library staff by type of institution and size of music school.
Reporting/ Distribution Channels	The published report is available on request.
Future Plans	None.

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION
1750 Pennsylvania Avenue, N.W.
Washington DC 20006

Responsibilities/ Functions	The Council has accreditation responsibilities for "teacher education programs for elementary and secondary teachers [and] certain school service personnel programs (elementary and secondary principals, supervisor/curriculum directors, guidance counselors/student personnel, school psychologists, and superintendents)."
Reasons for Collection	"Our primary purpose is to ascertain if the library is adequate to support the Teacher Education programs offered by the institution at the various degree levels."
Collection Mechanisms/ Data Sources	Data are collected from both public and private colleges and universities via the accrediting report form which is completed every 5 or 10 years (depending on the accreditation period granted).
Accounting Codes	The Council uses an exclusive accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are requested on size of the collection, staff, library expenditures, circulation, size of collections pertaining to teacher education, resources for teacher education programs, and expenditures for the instructional media center and library. "We look at the total library holdings but are more concerned with the holdings pertaining to Teacher Education. We also look at the Instructional Media Center on the campus."
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is less than 1, and the estimated cost for these activities for Fiscal Year 1972 is $750.
Equipment Used	Computer and data processing equipment are used and data are stored on magnetic tape and punched cards.
Difficulties Encountered	With regard to the collection of data, "we are not so concerned about gaps as we are about collecting the most relevant information. We are presently in contact with ALA in hopes of insuring that the most relevant information is being collected."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other organization.
Future Plans	"Can not be specific at this time. We do assume that some changes will be made as a result of our contacts with ALA and other agencies and professional libraries."

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

5454 South Shore Drive
Chicago IL 60615

Responsibilities/ Functions	"The North Central Association is a non-official, non-profit accrediting association. The Commission on Secondary Schools [a part of the Association] helps the profession establish quality standards that must be met for membership. In addition to accreditation, it sponsors a vast network of school evaluation activities within its region." The Association accredits schools offering work on the secondary level, i.e., comprehensive high schools, occupational secondary schools, adult high schools, and special function non-public schools. It also accredits institutions of higher education.
Reasons for Collection	1) "Our purpose is to ascertain whether the school library/materials center/services are adequate for the school to mount a quality educational program as required by the needs of today's students and today's society." 2) "Accrediting."
Collection Mechanisms/ Data Sources	Data are collected directly from libraries in post-secondary educational institutions, from libraries of junior high, senior high and vocational high schools, and from schools of library or information science. Data are collected indirectly from institutions of higher education via the distribution of HEGIS forms. Reporting forms for secondary schools consist of: Annual Report Digest (Form C), Annual Report Digest for Junior High Schools (Form L), the Annual Report form for individual high schools (Form A), and the Junior High/Middle School Annual Report (Form J).
Accounting Codes	The Association uses an accounting code system based on the HEGIS format which identifies costs pertaining to libraries.
Information Collected	Data are collected on number of books, full-time equivalency of librarians, per pupil expenditures, instructional media center statistics, and circulation statistics. "We restrict our requested data to that required for reviewing the school against NCA standards."
Personnel/ Costs	No information on full-time equivalent personnel engaged in library statistics activities was provided as "our data processing is contracted elsewhere." With regard to costs for these activities, "we spend about $2,000 yearly on data processing of all the data we gather, of which info center statistics are but a part."
Equipment Used	Data processing and computer equipment are used and data are stored on punched cards.

Difficulties Encountered	"No difficulties in either collection or use" for data collected via forms the Association initiates. However, the HEGIS form "seems overly complicated and may have to be differentiated for different types of institutions." These forms "seem inappropriate to new types of learning centers."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other organization.
Future Plans	"No changes anticipated at the moment."

NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER SCHOOLS, INC.

3731 University Way N.E.
Seattle WA 98178

Responsibilities/ Functions	The Association has the responsibility for "evaluation and accreditation of secondary schools and institutions of higher education, public and private, in Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington."
Reasons for Collection	1) "To judge the adequacy of the library collection and learning resources in supporting the educational program of the institution." 2) "To evaluate the adequacy of the professional library staff and facilities to serve the collection and the needs of the students." 3) "To evaluate the administration and the level of financial support that is needed for maintenance and development of the library resources."
Collection Mechanisms/ Data Sources	Data are collected periodically from 4-year and 2-year institutions of higher education, annually from vocational and senior high schools, and also from schools of library or information science. Instructions for the type of report to be submitted for accreditation, including what information is to be reported for libraries or media centers, are included in *Manual of Standards and Guide for Self-Study for Accreditation of Higher Schools* and the *Handbook--Standards for Accreditation Constitution*. "Our analysis depends much on a physical review of the collection."
Accounting Codes	The Association does not use an accounting code system which identifies costs pertaining to libraries.
Information Collected	Data are requested on staff, facilities, size of collection, budget, procedures, and use of the library. "Data collected [are] quite general."
Personnel/ Costs	"Unable to estimate. Our evaluators are faculty and staff in accredited institutions who serve the Northwest voluntarily from time to time. ...Our budget is not broken down to provide this information."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	"Number of volumes, dollars spent, and other statistical information are of limited value in adequately evaluating a library. On-site visitation and a careful evaluation of the collection in terms of the educational programs to be served is crucial."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Data collected are not officially reported to any other organization.
Future Plans	None.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
Accrediting Commission for Junior Colleges
2201 Blue Gum Avenue
Modesto CA 95352

Responsibilities/ Functions	The Commission is responsible for "evaluation and accreditation of two-year post-secondary institutions by institutional self-study, appraisal by peer professional visitation, and accreditation by a commission of the Western Association of Schools and Colleges."
Reasons for Collection	1) "Effectiveness of the instructional program depends upon the availability of library and informational materials." 2) "The library and information center should relate to the scope and purpose of the curriculum." 3) "The instructional staff should participate in the selection of books and other materials." 4) "There should be adequate financing."
Collection Mechanisms/ Data Sources	The Commission collects data directly from public and private two-year post-secondary institutions in California, Hawaii, and the Pacific Island area by means of an Application for Accreditation and Report of Institutional Self-Study submitted every five years.
Accounting Codes	No accounting code system is used to identify costs pertaining to libraries.
Information Collected	Data are collected on staff, hours of operation, current holdings by type of material and by subject area, new acquisitions by type of material, expenditures, space, use, audiovisual services, and special activities.
Personnel/ Costs	"Not available."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	With regard to types of statistics collected, the Commission reported that the major shortcomings were "inconsistent definitions and terms."
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS

2021 L Street, N.W.
Washington DC 20036

Responsibilities/ Functions	The Association has the responsibility for "institutional accreditation for private residence schools offering programs leading to occupational objectives."
Reasons for Collection	To determine "adequacy of resources and facilities."
Collection Mechanisms/ Data Sources	The Association collects library data directly from 300 private two-year colleges and specialized career schools by means of Self Evaluation Reports issued for "periods of not more than five years."
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on the nature, size, accessibility of library resources, and utilization by faculty and students in occupational training programs.
Personnel/ Costs	No information was given on full-time equivalent staff. The Association stated that cost was "negligible (use volunteers)."
Equipment Used	No data processing or computer equipment is used.
Difficulties Encountered	No information was provided.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	Library data are not officially reported to any other agency.
Future Plans	None.

AMERICAN MEDICAL ASSOCIATION
Archive-Library Department
535 North Dearborn Street
Chicago IL 60610

Responsibilities/ Functions	The Archive-Library acts as an "adjunct to the postgraduate education of the physician in practice and as a resource center for the community." It develops and maintains a basic, comprehensive file of current medical publications, supplemented by large specialized collections; maintains the archives; acts as a clearinghouse for members who are referred to local centers, as well as to the National Library of Medicine; provides special bibliographic services; conducts medical literature searches, and makes collections available through circulation of facsimiles.
Reasons for Collection	1) "To initiate a continuing data collection and analysis program with the objective of building a national data bank for health sciences libraries." 2) "To establish methodology-design survey instrument to be used (with minimal variation) for continuing surveys." 3) "To develop basic computer procedures for analyses which can be used in successive surveys. 4) "To organize, analyze and disseminate this information for [the] use of the health sciences community--for research, administration, directory information--on tape and in book form."
Collection Mechanisms/ Data Sources	The Library collects data directly, each four to five years, from 3,155 health sciences libraries and other types of libraries having significant collections in the field, or from their parent institutions. Sources include colleges and universities; public, institutional, state, and special libraries; and specialized information centers. The collection mechanism is a questionnaire entitled Survey of Health Sciences Libraries.
Accounting Codes	An accounting code system, used only by the AMA, identifies library costs.
Information Collected	Data are collected on hours, most representative occupation or field of study of users, total numbers of volumes and serial titles, facilities, support funds, operating and capital expenditures, personnel categories, and position titles. "Purpose is to obtain census rather than in-depth data."
Personnel/ Costs	Information on full-time equivalent staff engaged in library statistics activities is "not available." No information on costs was provided.

Equipment Used	Data processing and computer equipment are used, with data stored on magnetic tape.
Difficulties Encountered	With regard to types of libraries surveyed, there was a "problem of eliciting data on 'combined' vs. 'single entity' libraries; i.e., medical center library vs. nursing library." Regarding types of statistics collected, "expenditures [are] never accurate [and] salaries [present a problem of] privacy." The data collected are "not as specific as we need" with respect to use.
End-Products	Data are published in the *Directory of Health Sciences Libraries in the United States*, which covers type of library and administration, holdings, staff, user occupation, and hours of operation.
Reporting/ Distribution Channels	Library data are officially reported to the National Library of Medicine.
Future Plans	A "new [survey] instrument being designed. Objectives being reviewed. Comments from health sciences community being evaluated."

R.R. BOWKER COMPANY
1180 Avenue of the Americas
New York NY 10036

Responsibilities/ Functions	The functions of this company include maintaining current book bibliography and serials bibliography data bases, administering the standard book numbering and serial numbering systems, and publishing various books from this data, including compilations of statistics. The company also keeps an update file and publishes a directory on American libraries.
Reasons for Collection	Statistics are collected for inclusion in the American Library Directory.
Collection Mechanisms/ Data Sources	Data are collected directly from college and university, public, and special libraries by means of biennial questionnaires.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected on personnel; numbers of volumes, periodicals, and microform holdings; income and expenditures; and the library's subject interests.
Personnel/ Costs	No response was given.
Equipment Used	No response was given.
Difficulties Encountered	No response was given.
End-Products	Data are published biennially in the American Library Directory.
Reporting/ Distribution Channels	No response was given.
Future Plans	No response was given.

NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION
Research Department
One Dupont Circle, Suite 350
Washington DC 20036

Responsibilities/ Functions	This organization is a "national association of Catholic educators organized to maintain the highest possible professional standards." It does not have any regulatory, licensing, accrediting, or certification responsibilities.
Reasons for Collection	"General information on school characteristics."
Collection Mechanisms/ Data Sources	Data are collected directly from 9500 Catholic elementary and secondary schools by means of an annual Standard School Survey form and by a Statistical Summary of Catholic Education in the U.S. issued every four years.
Accounting Codes	No accounting code system is used to identify library costs.
Information Collected	Data are collected annually on professional library or media service staff and on receipt of assistance from the public sector for books and other materials. Every four years, information is gathered on library instructional resources; assistance from public sector for books, periodicals, and other materials; professional and volunteer library staff; numbers of volumes; and expenditures for books and other printed materials and for audiovisual materials.
Personnel/ Costs	The full-time equivalent staff engaged in library statistics activities is 0.1, with the Fiscal Year 1970 expenditure given as $750.
Equipment Used	Data processing and computer equipment are used, with data stored on magnetic tape.
Difficulties Encountered	No problems were reported.
End-Products	No examples were submitted.
Reporting/ Distribution Channels	No response was given; however, the Statistical Summary is co-authored by the U.S. Office of Education which requires the information contained therein.
Future Plans	None.

PART II

INDIVIDUAL SITE DESCRIPTIONS

AMERICAN LIBRARY ASSOCIATION
Headquarters Library
50 East Huron Street
Chicago IL 60611

INTRODUCTORY NOTE

The ALA Headquarters Library, established in 1924 to support Association programs, consists of approximately 13,000 books, 700 current periodicals, and collections of such special materials as library surveys, annual reports, procedure manuals, and the official records of the Association. According to its 1967 Statement of Policy, the Library's purpose is to "provide materials and services to facilitate the work of the entire Headquarters staff; [to] collect and maintain the records of the Association; [and to] provide for the membership and for the public, information on ALA and other information and materials not readily available from another source but which can be found in the ALA Headquarters Library collection."

INTERVIEWEE

(Mrs.) Youngsook Chung, Reference Assistant

REASONS FOR COLLECTION

Data are collected for the purpose of seeing how the Library is being operated, and how effectively it functions.

INFORMATION COLLECTED

Statistics are regularly collected on the number of books and bound periodicals added to the collection, the number of books withdrawn, the net gain of books, and total holdings. Although the extent of current statistics is limited, in 1971 a special study of representative Library activity was made. Information collected included the number of reference questions handled per month; the number of reference letters handled per year; the number of periodicals routed to the ALA staff; the number of publications distributed free, such as bibliographies; circulation to staff members; interlibrary loan transactions by type of material, such as tapes and periodicals; and use of special collections.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are tallied informally on calendar pages, and are compiled annually in a loose-leaf notebook.

REPORTING AND DISSEMINATION ACTIVITIES

The data are not formally reported or disseminated.

EQUIPMENT USED

No data processing or computer equipment is used to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

No problems are encountered by the Library in collecting statistics about its own operation.

FUTURE PLANS

The Library has no plans regarding changes in its statistics-collecting activities.

AMERICAN MANAGEMENT ASSOCIATION, INC.
Management Information Service
135 West 50th Street
New York NY 10020

INTRODUCTORY NOTE

The American Management Association is a not-for-profit educational membership organization established to advance the understanding and application of the principles, policies, practices, and purposes of management. The Association was founded almost 50 years ago. The Management Information Service of the Association includes a library with holdings of 9,000 volumes and 300 periodical titles.

INTERVIEWEE

Claire A. Lambkin, Chief Librarian

REASONS FOR COLLECTION

The primary reasons for collecting statistics are to show the use of the facility, and to assist in staff performance appraisal. With regard to use, it should be observed that increased use usually means an increased budget.

INFORMATION COLLECTED

The general categories of statistics collected are circulation, reference, and finances. Circulation statistics, including interlibrary loan, and reference statistics are specified as to whether they were accomplished through personal visit, via telephone, or through the mails. Reference services further identify the name, title, and affiliation of the requester, who received the inquiry, the specific information requested, and the date the request was filled and by whom.

Financial data include a record of expenditures for various line items in the Management Information Service budget. These items are categorized as salaries, payroll taxes, contracted services, stationery and supplies, telephone and telegraph, travel and expense accounts, machine and equipment rentals, postage and mailing, dues and subscriptions, shipping and storage, supper money, tuition, inter-company transfers, and miscellaneous.

"Personnel" data are also collected, but these are in reality statistics of regular library operations, rather than personnel records. For example, the person in charge of acquisitions will keep statistics on subscription orders, book orders, orders for publications from the U.S. Government Printing Office, etc.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Reference questions are entered on an "Inquiry Record" (Form 502-8R-20M-11/68) as they are received. A "Library Count" form, submitted weekly by each appropriate staff member, summarizes the number of loans and information requests. These counts, which are then recorded in a ledger, are tallied from the individual inquiry records, book charge records, and interlibrary loan forms. All these statistics are then compiled monthly. A running account is also kept monthly and cumulatively on line-item expenditures and their variance (+ or -) from the allocated budget.

The "personnel" data are collected via the informal records of activities noted by each staff member as they occur. Usually such statistics, recorded on a calendar or a tally sheet, are reported only at the time of the individual's annual review.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian submits weekly to the head of the Management Information Service, one of the Association's vice-presidents, a summary of the number of letters received, phone calls received, and personal visitors for that week. In turn, the head of the department reports monthly to another AMA vice-president the number of information requests handled. No statistical compilations or other end-products are prepared by the Library.

EQUIPMENT USED

No data processing or computer equipment is used to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

No problems have been encountered other than the time it takes to record statistics.

FUTURE PLANS

There are no plans at this time for changes in the statistical activities of the Library or Management Information Service.

ARNOLD AND PORTER
Law Library
1229 19th Street, N.W.
Washington DC 20036

INTRODUCTORY NOTE

The Arnold and Porter Law Library is a private library for exclusive use of the law firm's staff. Use of the library by other organizations is subject to approval of the firm's management. The library collection is not exclusively legal material; it is estimated that 25% of the holdings are in non-legal areas, e.g., economics and ecology. The collection is physically divided into three types of material: fact treatises, law reports, and legal codes.

INTERVIEWEE

John Whelan, Librarian

REASONS FOR COLLECTION

The primary reason for collection of data and compilation of statistics is to provide higher management with a mechanism for evaluating the library's activity. The statistics are particularly useful in justifying budget requests and staff. The statistics also play a role in helping the librarian to manage the operation, but they are at best a secondary tool.

INFORMATION COLLECTED

The general categories in which data are collected are communications, requests processed, and technical processing. Communications include the number of telephone calls both received and made, and volume of mail received at the library, either directly from the regular mails, or via inter-office delivery.

The category of requests processed includes such data as reference questions, research questions, loans to staff, and interlibrary loan activity.

Technical processing data include items processed and/or routed, books cataloged, loose leaf services filed, books shelved from tables, books discharged, and congressional reports handled.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All statistics are compiled on the basis of samples taken twice a year during separate two-week periods. The sampling intervals are considered to be periods of maximum and minimum library utilization. Data are tallied daily during the total four weeks, then averaged. From the daily averages, monthly and yearly projections are made.

The data are recorded and tallied on a "Library Statistics" sheet, which itemizes all the specific data elements collected with regard to communications, requests, and technical processing.

REPORTING AND DISSEMINATION ACTIVITIES

The librarian prepares an annual report that is submitted to one of the senior partners. This report, a confidential document, includes daily, monthly, and annual figures for the data categories mentioned above, arrived at via averaging and projections. Other statistical reporting occurs in response to irregular management requests.

EQUIPMENT USED

No data processing or computer equipment is used for the statistical activities of the library.

DIFFICULTIES ENCOUNTERED

Although the sampling technique results in a reasonable estimate of the library's activities, the lack of library staff definitely plays a part in resorting to this mechanism. The librarian also feels that there is no datum available that is a true gauge of the work accomplished by libraries.

FUTURE PLANS

There are currently no plans for changing data gathering and statistical activities within this library.

BATTELLE MEMORIAL INSTITUTE
Columbus Laboratories
505 King Avenue
Columbus OH 43201

INTRODUCTORY NOTE

The Battelle Memorial Institute provides research and development services on a contract basis to industrial firms and government agencies. "Research" can involve either materials, devices, and a specific end-product; or the gathering, analysis, and dissemination of technical information. With regard to the latter, several project-related information analysis centers are maintained. In general, such information sources as proprietary reports, classified reports, journals, monographs, patents, trip reports, letters, abstracts, and preprints are selectively acquired and stored for use in preparing such items as bibliographies, special reports, interpretative state-of-the-art reports, and current awareness publications.

Two representative centers are the Defense Metals and Ceramics Information Center (MCIC), and the Tactical Technology Center (TACTEC). The former was created in 1971 by combining the Defense Metals Information Center (DMIC) and the Defense Ceramic Information Center (DCIC) under a single management. Sponsored by the Air Force Materials Laboratory, MCIC has the country's largest collection of indexed and professionally analyzed information on the advanced metals and ceramics. The Tactical Technology Center, formerly the Remote Area Conflict Information Center (RACIC), is sponsored by the Department of Defense's Advanced Research Projects Agency (ARPA). It is one of the most fully automated centers at Battelle.

INTERVIEWEES

John Murdock, Manager, Information Systems Section
Stephen Rubin, Manager of Information Operations, MCIC
Edwin Westbrook, Project Leader, Information Systems Section

REASONS FOR COLLECTION

Data are collected for two primary reasons: to fulfill reporting requirements of each center's sponsor, and to determine costs and charges for services. Average cost figures, for example, are compiled for quick response inquiries (QRI) in order to provide advance cost quotations to users. However, the number of man-hours used to define a QRI would be determined by the center's sponsoring agency.

In the past, the analysis centers provided free information services to anyone doing government research. However, as the result of a 1971 meeting of government analysis center directors, all Department of Defense-sponsored centers are now required to compensate for 50 percent of their operating costs by selling services to others. The services of Battelle centers are now available to anyone willing to pay for them.

Other cost accounting procedures are followed as a part of general project management, but are not peculiar to the information analysis centers. For example, a record of unit use of the Institute's equipment could be used to charge its cost against a particular project or outside inquiry. A similar procedure is used to capitalize software, by assigning a chargeable use rate to data.

In particular, MCIC collects statistics in order to report to the sponsor, and in order to know where the documents are within the system, since about 400 items are processed each month. TACTEC collects statistics in order to report to the sponsor, to evaluate the efficiency of its extractors, to compile a work history for costing proposals, and to analyze and evaluate procedures periodically.

INFORMATION COLLECTED

Since the information analysis centers are under no central Battelle administrative arrangement, but are instead maintained for individual contracting sponsors, no uniform statistics are kept on their operation. Data result from immediate administrative control by the sponsor rather than from any long-range center or Institute goals. Furthermore, because of changes in sponsors' administrative needs, statistics kept by an individual project may vary over the years.

In order to compile information for sponsors as well as to compute costs, an information center might collect such data as: requests and visitors handled per unit of time; items acquired; finances; facilities, such as square footage required for analysis center operation; equipment used; professional and nonprofessional man-hours; and file maintenance.

In particular, MCIC records subject area of technical inquiries; and items accessioned, extracted, and typed. TACTEC collects data on the number of documents ordered, received, rejected, and processed; the number of duplicates received; the number of items processed for other Battelle projects; and the number of visitors using the facility.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Methods of collection are specified by the sponsoring agency as much as the data to be collected. In general, certain standard Institute-wide statistics are recorded by all projects, usually involving costs. Project numbers are used to charge for overhead, such as equipment use and floor space occupied. Within each project, sub-accounts are used, if requested by the sponsor, to distinguish further between processes. Other standard financial data involve project budgets and income from sponsors, as part of the Institute's fiscal control.

Staff time devoted to particular projects is recorded on time sheets, by project number. Computer use is recorded automatically, whether batch or online.

On a monthly basis, MCIC submits records of work completed to the sponsor. Such records include trip reports, letters written in response to inquiries, and inventory statistics. The "Daily Inventory" form totals the number of documents accessioned, extracted, and processed, as well as totals for those finished during the month, accessioned during the month, and accessioned to date. The Inventory's accompanying worksheet provides a tally of items in and out of each processing phase, and a running total. Daily statistics are compiled monthly and annually. A sheet accompanies each document, specifying the type of document, its disposition, restrictions on its use, and indexing terms and links used.

In addition to the 10 professional and 15 nonprofessional staff members who are responsible for input and coordination, 120 Battelle employees provide services and technical expertise on demand to MCIC. In order to account for their time, MCIC uses several subaccounts, such as input, extracting, technical files, and computer, in order to identify the areas in which additional personnel time was expended.

TACTEC statistics have undergone changes since the time of RACIC, when statistical forms were complex. Originally, a "Processing Record" accompanied each RACIC document, but this form is no longer considered necessary. The data retained from it are now compiled monthly; they include the source of the document, requester, processing decision, extractor assigned, duplicate check performed, accession number, number of cards involved, and number of card sets to be made.

Current TACTEC statistics are collected for internal office use on the monthly RACIC "Processing Statistics" form. Data include new documents logged in; the first and last accession number assigned for the month; documents rejected before typing; documents typed and on hand for typing; the average number of cards per set; the number of documents held by each extractor; the number of documents in reproduction; and total documents in process.

Current data are officially recorded on the monthly "TACTEC Processing Statistics" form, which records three totals only: number of documents in extracting; number of documents typed, proofed, and corrected; and number of documents on hand for typing at the end of the month. As the reporting requirements of TACTEC's sponsor have become simpler, fewer statistics are recorded.

The number of visitors to TACTEC is recorded by the area's receptionist, and a form for each is completed, indicating the visitor's field of interest, degree of clearance, and date and authorization of each visit.

REPORTING AND DISSEMINATION ACTIVITIES

Each information analysis center reports whatever statistics are required of it to the Coordination Office for the project, which then reports to the sponsor. In general, no analysis center statistics are reported within the Institute.

MCIC's data are reported monthly, and are compiled annually. Representative statistical end-products of DMIC, one of MCIC's predecessors, include a subject distribution chart for technical inquiries received; charts showing comparative annual figures for publications, inquiries received, and recipients of the distribution list; and a 14-year summary of DMIC activities.

The "TACTEC Processing Statistics" form is submitted to the Coordination Office, which makes semiannual and annual reports, usually in typewritten form to ARPA.

EQUIPMENT USED

TACTEC reports that although data processing and computer equipment are used for such purposes as compiling report number listings and checking for duplicate documents, they are not directly related to statistics gathering activities. However, since all bibliographic material is on tape, statistical data can be obtained as a by-product.

DIFFICULTIES ENCOUNTERED

No difficulties were reported in statistics activities, although TACTEC finds that the information most difficult to quantify--a running total of what is in the system at any one time--is of continual interest to the sponsor.

FUTURE PLANS

In general, a study is planned to determine which users of information analysis services are no longer using them because of costs.

Any changes in a particular analysis center's statistics gathering procedures are subject to the wishes of the sponsor. No plans are currently being considered by MCIC. TACTEC plans to use periodically the discontinued RACIC "Monthly Statistics" form as an internal measure of current progress compared to the past. This form, with monthly data and semiannual totals, gave a work history useful for determining cost, but was too time-consuming to maintain. It recorded such operations as documents logged in; extract card typing; filing and time spent filing, sorting, and refiling; bibliography typing time; other typing; and other clerical work.

BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS
Library Department
491 Saratoga Road
Scotia NY 12302

INTRODUCTORY NOTE

The Burnt Hills-Ballston Lake Central School District is located outside of Albany, New York. The school system is comprised of 4 elementary, 1 junior high, and 1 senior high school, with a total of approximately 5300 students. Each school contains a library, and the junior high school contains the Environmental Learning Center, which was established to serve as a prototype for student utilization of both print and nonprint media and information. This Learning Center, which serves all the schools in the district, is now recognized nationally as a model demonstration of an instructional materials center.

INTERVIEWEE

Mary Joan Egan, Chairman, Library Department (School District) and Project Director, Environmental Learning Center

REASONS FOR COLLECTION

In general, the Library Department collects statistics in order to gather data for its annual report, giving some idea of quantitative utilization, and to interpret the library/media program to the school district administration and board, to the faculty in the individual schools, and to the general public. Specifically, reasons for collecting statistics and data are to (1) relate the inventory to circulation; (2) relate holdings to the instructional or curricular programs; (3) compare the amount of materials on hand to the numbers and types of equipment recommended by state and national guidelines; and (4) use for special statistical studies such as regional and state surveys.

INFORMATION COLLECTED

The Library Department regularly collects statistics on holdings, circulation, use, personnel, equipment, facilities, and finances.

Holdings or inventory data include information on the book collection and on nonbook materials. Circulation statistics are kept on books, nonbook materials, and periodicals; and whether the materials were circulated to students or teachers. User statistics pertain to the number of classes or students using each library. Special statistics--e.g., type and subject area of materials--are collected concerning usage of the Environmental Learning Center, and information is also gathered on visits to the Center by outsiders.

Personnel data include the number of librarians, clerks, volunteers, and student volunteers in each library. More specific personnel data, such as number of full and part time audiovisual specialists employed, are collected for ESEA Title II reporting purposes.

Statistics on equipment concern both standard library equipment such as shelving, tables and chairs, and book trucks, and also audiovisual equipment. Facilities data concern such items as square footage and seating capacity for reading rooms, listening and viewing areas, conference room areas, stack areas, work and office areas, etc.

Financial data collected include information on budget and expenditures for print and nonprint materials.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

The primary means of obtaining statistics and data is through a series of forms issued by the Library Department and submitted annually by the individual school libraries to the Library Department.

Information on materials is requested via the "School Library Media Materials-End of Year Report-Print and Nonprint" form. This form provides for inventory and circulation statistics (the latter tallied daily) categorized by subject area or classification, and by type of material, e.g., film, microfilm, books, pamphlets. The inventory or holdings statistics are further specified as to whether they were obtained through district or ESEA funds.

Four additional annual forms are structured according to ALA, DAVI, or New York State recommendations and standards. The "Print Material, Staff, & Facilities for Elementary & Secondary Schools" form requests information on books, periodicals, personnel (specialists, aides, and technicians), seating, and total library area. Specific data breakdowns are existing conditions, budgeted items, and cost. The "Non-print Media Materials for Elementary and Secondary Schools" form specifies types of materials and requests data on the existing inventory, proposed number of items to be purchased, and cost. Two forms for "Media Equipment," one for elementary schools, the other for secondary schools, request identical information on specific types of equipment according to current inventory, budgeted items, and cost.

An annual "Description of Library Facilities and Personnel" form is also submitted by the individual schools, as is an annual "Audio-Visual Inventory" sheet that requests information on the number in the Library the current year and the previous year. Another form, the "Library-Media End-of-Year Report," summarizes inventory, circulation, budget, and use (attendance) statistics. In addition, information is requested on special programs and future plans and goals. The attendance statistics are compiled by means of consulting the records of classes signed up for use, and by spot checking and estimating.

Statistics on student use of the Environmental Learning Center are compiled annually according to types and subject areas of materials used, frequency of use of the dial access system, etc. A questionnaire for visitors to the Center is used every 3 years. It identifies the types of visitors (e.g., supervisors, principals, teachers, librarians), their objectives, and their observations.

REPORTING AND DISSEMINATION ACTIVITIES

The Library Department regularly cumulates all reports submitted by the individual schools, and issues a "District End of Year Report" containing statistics on circulation and inventory for the individual schools as well as for the professional library of the school district. Annual "Equipment Inventory" and "Media Materials Inventory" lists cumulate holdings by individual school. The Library Department regularly reports these statistics to the District Superintendent of Schools. In addition, an annual report on ESEA II operations is submitted through the District Superintendent's office to the Bureau of School Libraries within the State Education Department. A general report is also made to the State Education Department approximately every 3 years. The Library Department also issues a Media Newsletter which contains, from time to time, some statistics and data.

EQUIPMENT USED

The Library Department does not use any data processing or computer equipment for its statistical activities.

DIFFICULTIES ENCOUNTERED

Several problems arise with regard to statistical activities. Statistical recordkeeping cannot be mandated as such; for example, individual staff members in the schools may not feel it necessary or helpful to them, and therefore they may not keep records or, at the least, accurate records. Also, accuracy is questionable since there are different methods of compiling statistics; for example, in one school in-house use of periodicals is counted as circulation because that school does not allow periodicals out of the building. Other difficulties concern the time needed for adequate interpretation of statistics to the schools' various publics, the lack of appropriate methods or mediums of communication, and the lack of knowledge as to what statistics are really needed.

FUTURE PLANS

The Library Department will probably next year identify goals and better define its activities, thereby leading to statistics guidelines which in turn will assist in evaluating program goals. Also, the school district will be going on to the PPBS system, which will affect future financial reporting.

CENTER FOR RESEARCH LIBRARIES
5721 South Cottage Grove Avenue
Chicago IL 60637

INTRODUCTORY NOTE

Established in 1949 as the Midwest Inter-Library Center, the Center for Research Libraries houses little-used research materials deposited by its members, makes them available to other members, and purchases research materials for cooperative use. Full membership, available to large research libraries, and associate membership, available to smaller libraries at lower rates, provide access to the Center's resources of nearly 3 million volumes and microfilmed newspapers and documents.

INTERVIEWEE

Gordon Williams, Director

REASONS FOR COLLECTION

Current data are collected for reporting purposes only.

INFORMATION COLLECTED

Data are collected in the areas of finance, interlibrary loan, acquisitions, and processing. Financial records involve income, e.g., membership assessments, and expenditures. Since the Center is used almost exclusively via interlibrary loan, these data are equivalent to circulation statistics. Acquisitions information includes records of material deposited by members according to quantity and type, e.g., monographs and catalogs; current direct acquisitions by type; and monographs, serials, and microforms added. Processing data consist of the number of materials cataloged.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are compiled on an annual basis. A manual audit is performed annually, but data are available for consultation in the Center's books at other times, such as for the periodic meetings of the Board of Directors, when a typed report of current expenditures by major categories is prepared. Interlibrary loan figures are derived from a count of filed request forms. Since interlibrary loan requests are filed by institution, a periodic check of non-member use of the Center can be made. Direct acquisitions are totaled from copies of order forms. Cataloging figures are tallied by the head cataloger and are compiled annually; no interim reports are submitted.

REPORTING AND DISSEMINATION ACTIVITIES

An annual report is submitted to the Board of Directors and to member libraries. In addition to a narrative report, it contains statistical tables of member deposits, direct acquisitions, additions to the collection by type of material, cataloging completed, and circulation.

EQUIPMENT USED

The Center does not use any data processing or computer equipment in its statistical activities.

DIFFICULTIES ENCOUNTERED

Since the Center keeps relatively few statistical data, and compiles them on the basis of other records, it encounters few problems. It is felt that ongoing statistics are too time-consuming, and are generally unnecessary. If information is needed for decision making, it can be compiled by sampling or by a special count of other records. However, most agencies interested in library statistics mistrust data based on samples, usually because of a lack of knowledge about sampling techniques.

FUTURE PLANS

Although there are as yet no plans to implement the project, the Center would like to collect data on which institutions are using which journal titles and with what frequency, in order to manage a more effective journal acquisitions program related to the establishment of a national lending library.

CENTRAL NORTH CAROLINA REGIONAL LIBRARY

May Memorial Library, Headquarters
342 South Spring Street
Burlington NC 27215

INTRODUCTORY NOTE

The Central North Carolina Regional Library, serving Chatham and Alamance Counties, consists of a headquarters located in Burlington, five branch libraries, and three bookmobiles. Its resources include over 74,000 volumes available to a population of approximately 112,500.

INTERVIEWEE

Evelyn L. Parks, Librarian

REASONS FOR COLLECTION

The primary reason for the data gathering activities of the Library is to comply with governmental requirements for reporting statistics. The statistics are also used for planning in the areas of acquisitions and staffing, and for justifying budgets and requests for funds.

INFORMATION COLLECTED

Major categories of statistics include circulation, other library use, finances, and acquisitions. Circulation statistics are collected at each of the facilities, including the three bookmobiles. They are kept by class of book or type of material, e.g., recordings, filmstrips, microfilms, and other types of miscellaneous material. Files of registered borrowers are also maintained separately at each of the branches. In addition to circulation statistics, the bookmobiles also record the number of miles traveled and the number of stops made.

The library utilization statistics include number of reference questions answered, number of interlibrary loans, use of films within and outside the library, and data related to specific projects. An example of specific project data would be the number of elderly and handicapped users served.

Financial transactions are recorded in a double entry accounting system. Receipts and disbursements are identified as either state and/or federal aid, or local funds. Expenditures are recorded for personnel, materials, contract services, maintenance of facilities, fixed charges, and miscellaneous items. The personnel expenditures are divided into two categories: library personnel and maintenance personnel. The library materials expenditures are divided into six categories: books, periodicals, microforms, audiovisual materials, binding, and other materials. Contract services expenditures are for either book processing or miscellaneous items. Miscellaneous expenditures include nine categories: stationery and supplies, printing and advertising, photocopying, postage and freight, travel, treasurer's bond and audit, membership dues, sales tax, and other. The aforementioned financial data are part of the operating fund records. There are capital funds under which financial transactions are also recorded. These include such items as source of funds (e.g., municipal government, county government, federal government), or expenditures for site and construction, equipment and furnishings, and bookmobile and other vehicles.

Acquisitions data with regard to book stock identify adult and juvenile materials as well as whether they are fiction or nonfiction. The number of volumes added and withdrawn are recorded. Acquisitions data regarding nonbook materials are collected in the following categories: cataloged pamphlets, pictures, photographs and prints, maps, slides, filmstrips, microfilm reels, sound recordings, viewmaster stereographs, and films.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All data gathering activity is accomplished manually. Circulation and use statistics are tallied daily by each facility, and are recorded in a commercially-available library circulation record book. Registration records are maintained in two forms: an alphabetical 3 x 5 card file, and a numerical listing kept in a loose leaf binder. Each branch maintains its own numerical sequence of registered borrowers.

The "Reference Report" kept by each library records daily totals for interlibrary loans; for films, projectors, periodicals, and xerox copies requested; and for specific reference questions received. Use of each facility's circulating equipment, such as 16-mm film projectors and screens, is accounted for on special loan forms.

Each staff member keeps a monthly time sheet, reporting hours and overtime worked, as well as sick leave and vacation taken.

Financial transactions are compiled as they occur, by means of purchase orders and warrants. Acquisitions data, also recorded when they occur, are derived from the accounting system.

REPORTING AND DISSEMINATION ACTIVITIES

Data are submitted to the State Librarian through the city and county governments. The quarterly "Statement of Receipts and Disbursements--Operating Fund" compares data in each category of receipts and expenditures for the current quarter and for the year cumulated to date, with the annual budget.

The "North Carolina Public Library Statistical Report," required annually by the state, requests detailed information on the Library's daily schedule, staff, bookmobile service, book stock, circulation of books and nonbook materials, film audiences, operating fund revenues and expenditures, and capital fund transactions.

An annual report of "Anticipated Income and Library Budget--Operating Budget and Capital Outlay Budget" is also submitted. Although this document is not the direct result of the Library's data gathering activities, the data collected constitute the basis on which these projections and estimates are made.

On occasion, reports of special project activities are submitted to community groups. The Librarian also presents oral reports to the Library Board, of which she is a member.

EQUIPMENT USED

No data processing or computer equipment is used to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

The Librarian expressed no difficulties in the current data gathering activities.

FUTURE PLANS

Although there are no firm plans for expanding the data gathering activities, additional statistics will be welcome if the opportunity presents itself. These include user or attendance counts, number of telephone calls, how microfilm is being used, and use of materials by people within the Library.

CHICAGO PUBLIC LIBRARY

78 E. Washington Street
Chicago IL 60602

INTRODUCTORY NOTE

Inspired by books donated by the English to the people of Chicago following the 1871 fire, the Chicago Public Library was legally authorized in 1872 and opened for business on the first day of 1873. As it celebrates its centennial, the Library's resources approach 5 million items, available in the Central Library, 67 branches, 30 traveling branch stops, and 4 reading and study centers.

INTERVIEWEES

Elda Colombo, Assistant Chief Librarian, Central Library
Joseph J. Urban, Business Manager
Richard O. Pautzsch, Assistant Chief Librarian, Technical Services

REASONS FOR COLLECTION

Data are collected both for meeting reporting obligations and for managing the Library's operations effectively. As a municipal institution, the Library's financial and personnel statistics fall within the jurisdiction of the city's Budget Department and civil service administration, which require periodic reports.

Interlibrary loan statistics are maintained by state requirement, since the Chicago Public Library serves as the Reference and Research Library for Illinois. Financial data are also reported in order to receive state aid.

Within the Library, financial data are used to make sure that each department stays within its budget allotment, and to double check the departments' figures. Since funds are allocated by department, collection and use statistics are used to assess the strengths and weaknesses of the collection, and to distribute funds in such a manner that the total collection will gain in usefulness and relevance.

Circulation statistics are collected as the most obvious measure of library use, and are often used to justify funding requests. Records of activities sponsored by the Library, and their attendance, also indicate areas of endeavor received favorably by the public.

Other data are used to measure the workload of each department in terms of total work accomplished and individual performance of staff members.

INFORMATION COLLECTED

Statistics are collected in the areas of holdings, circulation, interlibrary loan, registration, attendance, reference, personnel, finance, processing, equipment, facilities, and activities.

Holdings data include additions to and withdrawals from the collection, as well as sporadic reports of delinquent and missing books.

Circulation statistics are recorded for all service units according to main Dewey Decimal classes. Interlibrary loans are tallied by the nature of the request--e.g. whether the loan was made in response to a reference question, or whether author and title were specified--and by geographical source.

Registration figures are reported by each Extension Agency for adult, juvenile, senior, and young adult borrowers. Central Library attendance data are recorded by counting the patrons entering the building.

Reference statistics are projected totals based on a system-wide sample. Data include the number of information questions (ready reference); reference questions (research); and telephone inquiries received.

Personnel data consist of the total number of staff members holding specific degrees, and total hours of service.

Financial statistics include expenditures for specific categories of media by each department, appropriations and expenditures by account within various funds, payments made to vendors, estimates of expenditures for the current year, estimated funds required for the future, and a recommended budget.

Processing data consist of titles cataloged by type of media, items sent to the bindery, cards filed in the public catalog, and items shelflisted.

Equipment data are limited to quantities of typewriters and adding machines ordered. Although the head of the Visual Materials Department inventories film projectors on an irregular basis, the data are for department use only, and are not reported.

Branches report hours of service, and their insurable value is computed annually. Mileage, gasoline costs, and repairs are reported for the Library's eighteen vehicles.

Special activities and their attendance are reported regularly. The Library also maintains regular records of the number of items, such as reading lists, sent out.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

At the present time, additions and withdrawals are reported by the Central Library and Extension Agencies via the "Monthly Additions and Withdrawals Report" (Form 58MM). Data for each main Decimal class include additions, categorized as refunds, recounts, rental fiction and class changes; and withdrawals, categorized as lost and paid, discards, and class changes. Juvenile holdings are reported only as totals from the Juvenile Department of the Library. Data from the monthly report are totaled and entered in a commercially available "Additions and Withdrawals" book. In the space intended for a more detailed juvenile record than the Chicago Public Library maintains, the subject departments report changes in significant parts of their collections, such as the field of economics within the Social Sciences and Business Department. Records of delinquent books are collected by the subject departments throughout the Library and branches, but the data are not considered accurate. Inventory is performed at the discretion of the departments, with many completing a partial inventory each year. Missing book totals are not calculated for the entire collection; consequently the figures are not released.

Circulation data are counted via Recordak machines on certain days, then projected by formula to produce annual figures. Figures for the Central Library are compiled on the "Daily Circulation Report" (Form 170M), which records machine charged and hand charged totals for such media categories as books, pamphlets, pictures, magazines, etc. Data are cumulated on the monthly "Central Library Circulation Report" (Form 82M), totaling circulation and relative gain or loss by classification, by medium, and by agency, such as subject department, special collections, and interlibrary loan. Extension Agencies report circulation and other data to the Central Library via the "Monthly and Annual Statistics (Branches)" sheet (Form 57). Data include monthly adult and juvenile circulation by Decimal classes, the comparative totals for the same month of the preceding year, and net gain or loss, as well as annual figures for delinquent books. From the sheets submitted by the branches, a monthly circulation sheet is compiled (Form 261M), giving total circulation for branches, sub branches, and traveling branches, as well as the grand total and net gain or loss.

Registration statistics are compiled by the central Registry Division, which issues cards for all agencies. All registration cards are numbered within a series, and data are derived by noting the total number issued each day. The "Monthly Report" (Form 14MM) totals new and re-registered juvenile, senior, young adult, and adult borrowers for the Central Library and Extension Agencies; as well as the total number of cards expired and cards issued; and total number of card holders.

Attendance at the Central Library is counted as entering patrons pass through turnstiles. The data are intended to be considered a measure of use of the Library's reference and research services, supplementing circulation figures.

Reference questions are recorded hourly by all service units during one week each year, and are projected by formula into an annual total. Figures for the branches are reported to the Central Library on the monthly and annual form mentioned above (Form 57).

On a quarterly basis, each agency submits employee time sheets, indicating hours served. Chicago civil service ratings are produced annually.

Financial data reported within the Library consist of the number of items ordered and the corresponding amount of money spent from its allotment for each media category by every department. This information is reported every two weeks by the departments and is compiled annually.

All bills before they are approved are entered in a record book, noting dollar amounts spent and number of volumes or media items purchased through each individual jobber order. These data are summarized annually, but interim data can be compiled by checking the number of the last check issued within the time period in question.

The Chicago Public Library's Business Manager uses the City's standard bookkeeping procedures to account for appropriations and cash by account within individual funds. Monthly dollar expenditures are reported by accounts within sixteen funds. Records of payments to vendors by amount spent and items purchased are compiled monthly. A quarterly and annual financial statement is produced, and the annual financial report to the state is also compiled by account within fund. Since the Library's financial data are automated, forms are generated by computer as the data are compiled.

The Library submits a quarterly estimate of the current year's expenditures to the City, as well as a preliminary estimate of funds required for the next year. One complete recommended budget is compiled, with detailed estimates within each fund.

Monthly cataloging data, recorded by each cataloger, consist of the number of titles cataloged, by type of material. The number of items shelflisted is recorded, but no distinction is made between new titles and added copies. Branch cataloging is not recorded. The number of cards filed in the public catalog is recorded, but not filing work performed by the subject departments.

Mileage, gasoline, and repairs are recorded daily for Library vehicles, and submitted weekly. Data consist of total figures for all vehicles rather than individual records. Mileage is compiled on a monthly basis.

Attendance at special activities is counted by the guards, reported monthly, and compiled annually. Records of items distributed, such as brochures and reading lists, are compiled monthly for each agency, with totals posted on a separate sheet for each title.

REPORTING AND DISSEMINATION ACTIVITIES

Most data are reported via the Chief Librarian's office to the Board of Directors. The monthly "Report of [the] Librarian...to the President and Board of Directors" includes detailed figures for circulation of books and other material from all agencies, new and re-registered borrowers, binding statistics, and growth of the collection. The Business Manager reports monthly expenditures directly to the Board. Both the reports of the Librarian and the Business Manager are included in the minutes of the Board of Directors.

The annual report of the Librarian and the notarized annual report of the Business Manager are included in the Annual Report of the Board of Directors to the Mayor and City Council of Chicago. Supplementing the Board's narrative report, the report of the Librarian includes annual circulation figures for subject departments of the Central Library and for types of Extension Agencies, e.g. school deposits, traveling branches, and story caravans; circulation of books by classes; circulation other than books; reference questions handled by subject departments; and registration of borrowers. The Business Manager's report includes annual receipts and disbursements by fund, such as Maintenance and Operation, Construction, and Trust Capital, Income, and Special Funds.

Quarterly financial statements of the Business Manager are submitted to the City Budget Director. Annual financial data are also reported to the state government.

The combined annual statistical reports for the Library as a whole are submitted to the State Library, the U.S. Office of Education, and to other institutions requesting them, such as the Enoch Pratt Library.

The narrative Annual Report of the Chicago Public Library also contains a summary of receipts and expenditures, circulation, reference, and registration.

EQUIPMENT USED

Financial data are currently processed on an IBM System 3 computer. The Library eventually hopes to automate first periodical then all serial records. No other data processing or computer equipment is currently used for statistical activities.

DIFFICULTIES ENCOUNTERED

In general, problems are encountered in collecting accurate data and in collecting data in time to be reported in Board meetings. Data collection is considered time-consuming but necessary.

Specifically, information is lacking in regard to collection size. Although additions and withdrawals are recorded, there was no original count of the Library's holdings. An accurate figure will have to be derived through a shelflist count.

FUTURE PLANS

The Library is in the process of revising its record of additions and withdrawals, in order to conform with U.S. Office of Education and Illinois State Library data practices, and in order to expand audiovisual and branch collection records. Plans are being made to count future additions and withdrawals by both volume and title, and to include records of the branches' audiovisual and foreign language holdings.

The Library is completing the automation of its financial data, and hopes to add periodical records to its machine capabilities.

CITY COLLEGE
Morris Raphael Cohen Library
135th Street and Convent Avenue
New York NY 10031

INTRODUCTORY NOTE

The City College is a constituent part of the City University of New York. The Cohen Library, which is the main library of the College, has a collection of approximately 850,000 volumes and subscribes to approximately 3,500 periodicals. Its microform collection consists of some 11,000 microfilm reels and 280,000 other microforms.

INTERVIEWEES

Virginia Cesario, Assistant Chief Librarian for Public Services
Betty Seiffert, Executive Assistant to the Chief Librarian

REASONS FOR COLLECTION

The Cohen Library collects statistics on its operations for two reasons only: for reporting purposes and for budget justification. With regard to the latter, for example, circulation statistics are used to justify requests for either additional personnel or additional budgetary allocations for materials. Also, photocopying statistics can be used to justify a request for different machine models.

Statistics presently being recorded for the Library's reclassification project (from the Bliss system to the Library of Congress system) serve both as a continuing status report on the progress of the project and also provide input for project cost purposes.

INFORMATION COLLECTED

Statistics are recorded in several major categories: circulation and other library usage, reserve room collections, reference, technical services, personnel, finance, audiovisual services, and photocopying. In addition, special statistics are maintained on archival records, and on the reclassification project now in progress at the Library.

Circulation data for books include information on the borrower and the time of circulation. A record is also kept of periodical transactions. On-site or home use of materials placed on reserve throughout the various divisions and libraries of the College is also recorded, and tallies are kept of the number of overdue notices sent, and of the number of completed and noncompleted interlibrary loan requests.

Materials placed on reserve are categorized by the number of titles and copies for different types of materials--books, pamphlets, documents, Xerox copies, etc. Information is also collected on microforms and other nonbook materials placed on reserve.

Reference service data are maintained on general questions and search questions; no statistics are kept on whether the query was satisfied.

Technical services data include information on acquisitions, cataloging, processing, and binding. Acquisition statistics are differentiated by type of material and by method of acquisition. Rather detailed statistics are kept on serials acquisitions. Cataloging data, recorded for the different types of materials, include such items as titles cataloged, volumes added to the collection, etc. Records are also kept for various activities concerned with cataloging, e.g., card revision, sorting and distribution of books, selection of proofs, catalog editing, and maintenance. Binding statistics are maintained by type of material and by the designated binder.

Personnel data are collected on the number of hours worked by the library assistants, and on the evening and holiday hours worked by all staff members.

Financial data are primarily collected in the area of expenditures. Records are kept on expenditures for types of materials, on hourly labor expenditures, and on binding costs. A record of the divisions' budgetary allocations, both for materials and personnel, is also kept regularly. Monies collected as fines or deposits for lost books are also recorded.

Audiovisual service data include, in addition to budgetary and expenditure statistics, information on acquisition and use of materials and equipment. Photocopying statistics are maintained both for the machines dedicated to staff use and for the coin-operated machines available to the public.

Statistics on the archival records collection include the type and quantity of the records, e.g., microfilm reels, photographs, blueprints; the type of storage container; and the linear feet consumed by these records. A count is also made of room use of the Archives Division.

Statistics on the reclassification project include titles, volumes and copies reclassified; and cards processed, either for the public catalog, for departmental library catalogs or for other catalogs, such as the Hunter College catalog.

Other data--for example, postage charges--are available in raw form, but they are not tallied. Statistics on such items as library attendance (head counts) and facilities are recorded on an ad hoc basis, i.e., for special purposes.

CITY COLLEGE

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

A variety of forms is used to record and compile information submitted by each of the divisions and units within the Library. Most statistics are recorded daily and compiled monthly.

Circulation statistics are kept by the approximately eight stations or divisions on variations of one basic form titled "Daily Summary Statistics." Circulation is categorized by whether it was to students or faculty and by whether it was day or evening session circulation. Monthly totals derived from the individual reports of the divisions and units are then compiled in a notebook by the main circulation desk. These totals also include the total number of renewals as well as the number of overdue notices sent. Records of periodical transactions are kept for current unbound issues and for bound volumes on a "Daily Count of Periodical Transactions" form, which is divided into three time periods: 9-1, 1-6, 6-10.

A "Daily Statistics Sheet" indicates use of reserve materials, either on-site or at home, specified by time periods during which the materials were charged out. Another form, "Reserve Statistics," formatted separately but identically for both materials removed from and added to reserve, provides information on number of copies and titles for different types of materials. These statistics are compiled monthly and cumulated semiannually.

No separate forms for reference are used. The count of reference transactions and questions asked are usually recorded on the circulation tally forms.

Accessions data are compiled by the Acquisition Division on a form that indicates the type of material acquired and the method of acquisition, e.g., purchase, gift, exchange. Acquisitions are also recorded by the Serials Division on a weekly "Report of Orders" form. This form indicates whether the serials are separates, standing orders, or via subscription; and includes tallies for the number of orders and titles in each category, and their prices. These weekly statistics are then compiled monthly.

Cataloging statistics are recorded by the individual staff members of the Catalog Division and compiled monthly on a "Statistical Report of Cataloging," which is divided according to monographs and serials. Under each section there are such items as new titles cataloged, either originally or with LC copy, titles recataloged, added volumes, and copies. This statistical report also contains a summary of titles lost and discarded, as well as an indication of time spent on special activities and supervisory responsibilities such as card revision and distribution, selection of proofs for the proof file, and catalog editing and maintenance. Separate music cataloging statistics, by type of item, are also maintained and reported monthly on a "Statistical Report of Music Cataloging."

Processing statistics are maintained by the Catalog Division and compiled monthly per a "Statistical Report" for each nonprofessional employee, indicating such items as time spent in alphabetizing, the number of cards or time spent in filing, typing, preparing cards for Xeroxing, etc.

Binding statistics are kept weekly on an untitled form. This form indicates the number of items by type--paperbacks, rebinds, periodicals, etc.--prepared for binding, and the binders to which the materials are to be forwarded. The form also provides for indication of the dollar amount of processed invoices.

Personnel time records are kept on individual employee cards, an untitled one for student (undergraduate) and college (graduate and adult) assistants, and the other an "Evening and Holiday Record." Information includes the division to which the person is attached, the hours worked, and the hourly rate.

The Library prepares an annual budget request on a College-wide form; the budget is divided into allocations for personal and nonpersonal services. Upon approval of the request, internal budgetary allocation forms are used for both materials and hourly personnel. The materials allocation forms are submitted annually to the Acquisitions Division by each subject division, e.g., humanities, science, social sciences, etc. They indicate the number of titles that should be acquired in specific classifications, with costs estimated via an average price per volume. Personnel allocations are reported monthly by each division. This report gives the current month's expenditures as well as the expenditures to date for college and student assistants. Monthly summaries are compiled and maintained by a clerk in the Reference Division. A summary sheet is also maintained listing total expenditures for all divisions by the month and indicating balance left in the Library allocation. Information on items acquired--materials, equipment, and supplies--is sent to the College computer center at least weekly. In return, printouts coded by vendor are received every two weeks.

A "Divisional Fines and Lost Books Deposit Slip" is submitted at least weekly to the Acquisitions Division by each of the public service divisions. This form records dollar amounts and receipt numbers.

Audiovisual service data are compiled from a variety of forms and charge records made out for booking purposes. The Audiovisual Division of the Library keeps a record of film titles or equipment requested. Data are kept on faculty use and student organization use. The "Application Form" provides for indication of the audience size, the room in which it meets, the date on which the film is to be shown, etc. From these forms, the Division compiles a running tally of showings, bookings, etc., on a form titled "Service Records." The Division also compiles, from information sent to it by Acquisitions, a record of its own acquisitions, and equipment data are compiled from information sent to it by the College purchasing department.

Staff use of photocopiers is logged as it occurs. A ledger record is kept of the number of copies made and the department for which they were made. A report of coin-operated machines is received quarterly from the vendor. This "Monthly Commission Statement" indicates for each machine the number of copies made and cash received.

The Archives Division keeps a running total of the types of records in its collection, the number of linear feet required to house them and the number and types of containers in which they are housed. A count is also made of divisional room use.

Data on the reclassification project are compiled monthly on a "Statistical Tally Sheet" which indicates the area of the collection being reclassified, e.g., religion, the number of books reclassified (titles, added volumes, and copies), and the number of cards processed in the course of the reclassification of these books.

Miscellaneous other statistics are kept informally by various other divisions and units.

REPORTING AND DISSEMINATION ACTIVITIES

Although each of the various divisions within the Library records and compiles its statistics regularly, usually monthly, there is no coordinated attempt by the Library administration to collect the statistics regularly. Each division prepares an annual report that contains cumulative statistics, and submits it to the office of the Chief Librarian. This office, however, makes no attempt to cumulate or total these statistics. The Library itself does not prepare an annual report, and it is not required to report to the College on a regular basis. Hence, the Library compiles or cumulates data only in response to requests from other sources, e.g., the U.S. Office of Education, or, frequently, requests for information from other schools and accrediting organizations. It is possible, however, that regular statistics will soon be required by the Dean of University Libraries for all components of the City University of New York.

EQUIPMENT USED

No data processing or computer equipment is used by the Library for its statistical activities. However, computer printouts of expenditures are received regularly from the College computer center.

DIFFICULTIES ENCOUNTERED

Problems in collecting and maintaining statistics arise chiefly with regard to staff, namely: forgetting to record them; unfamiliarity with statistical recordkeeping and therefore inaccuracies; different interpretations of instructions, no matter how complete the instructions may be; the lack of understanding why some statistics should be kept; and lastly, the time involved in collecting these statistics.

FUTURE PLANS

Beginning this year, the Library will keep a separate set of statistics on the number of items paid for by borrowers because materials were lost, etc. These statistics will supplement those which are concerned now only with the dollar amounts collected for such items. The Library also plans to keep a record of the number of items replaced because they are missing from the collection. This information will be a side product of the reclassification project, which is uncovering such missing materials.

Although nothing is definite at this time, there will possibly be an overhaul of technical services statistics. If other time becomes available, the Library will work on a complete overhaul of its statistics. In general, it would like to see more and better statistics kept so it can see what it is really doing.

COLUMBIA UNIVERSITY
Libraries
535 West 116th Street
New York NY 10027

INTRODUCTORY NOTE

Columbia University is one of the largest and most renowned privately-governed academic institutions in the country. Statistics publicly reported for the combined operations of its 35 libraries place it among the top 10 academic and research libraries.

INTERVIEWEES

Warren J. Haas, Director of Libraries
Mary L. Lucy, Butler Librarian
Erle Kemp, Associate Director for Technical Services
Martin Colverd, Assistant to the Associate Director for Technical Services

REASONS FOR COLLECTION

Data are collected both for internal use and for meeting outside obligations. Federal, state, and local government agencies regularly request the Libraries' statistics, particularly contracting agencies such as the U.S. Office of Education. The Association of Research Libraries, to which the Columbia Libraries belong, is another requester. Within the University, data are used for overall planning, for determining workloads, and for allocation of funds and personnel.

Statistics on the collections are used for planning future acquisitions and for analyzing the sources of materials added to the Libraries. Data on total budget, budget allocation, and salaries are used for comparison with other libraries.

Technical Services statistics are collected primarily for analysis of production and productivity, as well as for cost analysis of various functions.

The special collection of interlibrary loan statistics is being made in order to check costs and rates of income from the New York State Interlibrary Loan network (NYSILL).

COLUMBIA UNIVERSITY

INFORMATION COLLECTED

Statistics are regularly collected on additions to its component collections, processing, circulation and other use of the Libraries' resources, finances, personnel, and photoduplication services.

Collection statistics are derived from two sources, the Technical Services Division and the various Reader Services units. Acquisitions and withdrawals handled by the Technical Services Division, though designated for the individual libraries, are tabulated as part of its reports of completed cataloging. The Reader Services units make a separate report of additions and withdrawals not thus processed. Both reports are categorized by type of material, such as monographs, serials, master's essays, and microforms. Since actual size of the collections is considered to be the significant datum, volumes are the unit of measurement rather than titles. No distinction is made between bound periodicals and volumes, and newspapers are counted only if they remain in the collection for five years or more.

Additional processing statistics include ordering, searching, card production, lamination, and binding and repair.

Circulation and other use statistics are kept on outside use, intra-library loan, and interlibrary loan (non-Columbia use). Use statistics also include such items as the extension of library privileges to persons not associated with the University.

Financial records of book fund expenditures are maintained by the Libraries, whereas the University administers non-collection funds, such as those expended for salaries and wages.

Personnel data are collected on numbers of professional, administrative, student, and hourly staff, as well as on hours worked at a particular task.

Photoduplication statistics are recorded for photocopies and photographs, as well as for negative and positive microfilm items.

On an ad hoc basis, other statistics are kept. Irregular traffic checks and studies of users by department affiliation are made for reasons of personnel and space allocation, and for collection development purposes. An occasional inventory is taken to determine unrecorded losses.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Regularly-collected statistics are recorded on a monthly basis, and compiled at the end of the fiscal year. The monthly cataloging and processing statistics, compiled from each worker's daily tally, are reported by the section heads to the Associate Director for Technical Services, who in turn reports to the Director. Each Reader Services unit, which has freedom to choose whatever method it wishes to use in assembling the required information, reports directly to the Director's office, which combines all statistics needed to give a complete picture of the Libraries' activities.

COLUMBIA UNIVERSITY

The major statistics-gathering activity of the Columbia University Libraries involves the size and growth of its collections. In recognition of the need "to evaluate the present system of collecting, reporting and recording statistics on the size and growth of the collections, and to recommend improvements," the Ad Hoc Committee on Collection Statistics was established in 1970. The uniform reporting system recommended by the Committee and implemented in July, 1971, consists of six forms: 1) Form A, submitted by the Technical Services Division, is used to record either additions or withdrawals of a specified type of material processed for each library unit or special collection. Two copies of Form A could therefore be submitted for each medium recorded. 2) Form B records additions to each Reader Services unit of various types of material that have not been and will not be processed by the Cataloging Units and thus reported on Form A. 3) Form C is identical to Form B in scope and arrangement, but deals with withdrawals from the Reader Services units. 4) Form D is a summary sheet, recording total additions and withdrawals, and net additions of standard printed materials to each library unit. 5) Form E is a microform summary sheet, tabulating net additions and total holdings of microfilm reels, microfiches, microcards, and microprints by each applicable library unit. 6) Form F is the individual library unit's summary of both additions and withdrawals, performed either through the Technical Services Division or by the library unit itself. The information is broken down by specific type of material.

The instructions which accompany the collection forms define the types of material to be counted, the terms under which an item may be considered to be a part of the Columbia University collection, the method of counting a particular type of item, and the space where the count should be recorded on the form.

The Cataloging Division submits four reporting forms: 1) The Monograph Cataloging Reporting Sheet (Form D16.11(671)5C) requests a title and volume count, total original cataloging, cataloging with Library of Congress data, recataloging or reclassifying, analytics made, withdrawals and discards, and copy supplied to outside agencies. Separate copies of the form are required for paper materials, microfilm, microcard, microfiche, and microprint. 2) The Shelflist Report (Form D24(671)M) records, by individual library and special collection, the number of new and replacement copies, withdrawals, microfilm reels, microcards, microfiches, phonorecords, and additional copies. 3) The Summary of Cataloging Statistics (Form D96(369)5C) records comparative monthly and annual figures for pieces handled, including new volumes, copies added, unbound parts added, and multiple copies withdrawn; titles cataloged, including original and LC-derived book and serial cataloging, cataloging of microforms and phonorecords, and recataloging; card production; xerox processes; and professional and clerical hours worked. 4) The Cataloging Reporting Sheet--Time Analysis (Form D16.12(871)2M) records professional and clerical (where applicable) time spent on such duties as monograph cataloging, serial cataloging, training and revision, catalog editing and maintenance, searching, shelflisting, proofreading, and typing.

Records of commercial binding are tallied on the Binding Accounts sheet, according to the appropriate library unit.

For Fiscal Year 1971-72 only, detailed interlibrary loan statistics are being recorded by the Columbia University Libraries. The Interlibrary Loan Report--Lending (Form I23(771)C) records titles requested by and titles loaned to for-profit, academic, and other non-profit libraries. The Borrowing report (Form I24(771)C) contains the same information on titles requested and borrowed by the Libraries. Both reports request information on the format of the material loaned or borrowed, i.e., whether it was supplied as volume, microform, or photocopy. In years before the special study was undertaken, only total loan statistics were recorded.

REPORTING AND DISSEMINATION ACTIVITIES

Once compiled by the Director's office, data are reported to Columbia University's central administration in an annual summary submitted to the Vice President for Academic Affairs. With the exception of confidential data, such as salaries, data are also distributed within the university community by means of newsletters, or are inserted in the University Reports.

Requested statistics are reported to the New York State Department of Education at Albany. The U.S. Office of Education, through its biennial HEGIS report and its administration of grants made to the University Libraries, is a major federal recipient of data. Annual survey data are also reported to the Association of Research Libraries.

Other than data which are published in newsletters or inserted in University publications, library statistics are issued in tabular, mimeographed form. The Libraries' "Statistics for the Year" summarizes data for holdings, processing, staff, use of the collections, and expenditures. The annual "Photocopy Report" gives monthly totals for copies made on a no charge, cash/carry, and billed basis, as well as waste copy. The "Statistical Report" of the Photographic Services unit gives annual totals for negative microfilm exposures, feet of positive microfilm, photographs, and photocopies. The annual "Circulation Report" gives monthly figures for loans both within the University and outside. Circulation figures are also reported for all Reader Services units for the year. The annual "Circulation Control Report" gives monthly totals of overdue notices sent.

The Technical Services Division's annual "Serials and Documents Acquisitions--Statistical Report" includes statistics for serial and periodical titles, government documents and non-government publications, and other order statistics as orders processed, claims sent, and invoices processed.

EQUIPMENT USED

Data are processed with an IBM 360/75-91. A data processing staff of more than 15 persons is maintained.

COLUMBIA UNIVERSITY

DIFFICULTIES ENCOUNTERED

Problems reported involve the difficulties of collecting statistics from a number of component units: individual librarians are uncooperative about submitting data, there are few uniform definitions of terms, and statistics are inconsistent. In particular, there is a question of the validity of time reported spent on various cataloging operations.

The Columbia University Libraries also reported difficulty in obtaining and using comparable statistics from other libraries. For instance, there are no reliable statistics for personnel and manpower of other libraries. Furthermore, the Libraries would like to know which of its statistics would be of most value to other libraries, and in what form.

FUTURE PLANS

As indicated by the findings and recommendations of the Ad Hoc Committee on Collection Statistics, the Libraries' statistics are subject to review and change. Statistics found to be useless or redundant will be eliminated, and overly-detailed or costly statistics will be simplified.

COMPANY X*
Library
PA

INTRODUCTORY NOTE

This company is one of the leading industrial corporations in the country. Its central lending and reference library, established for the use of company employees, consists of approximately 25,000 volumes and 1,000 periodicals. Served by a staff of professional librarians and technicians, the library was formed by the consolidation of two other company libraries located in two different cities, and a special collection of labor and training works from the office of the company Vice Chairman.

INTERVIEWEE

Librarian

REASONS FOR COLLECTION

Data are collected in order to meet reporting requirements and to determine areas of heavy use for planning future acquisitions. Most important, data are kept at hand in order to justify the existence of the library, as well as any unusual expense it might incur. Although no specific budget has been imposed on the library, it is felt that should the data ever prove necessary, their maintenance will have been well worthwhile.

INFORMATION COLLECTED

Data primarily involve costs and circulation, although records of reference service, patron attendance, personnel, weeding, and holdings of speeches by company personnel are maintained. Cost data consist of the library's expenditures for types of materials and services: books, newspapers, periodicals, and government publications; loose leaf services, abstracting services, and indexing services; binding; supplies; equipment; copy machine costs; and membership fees. Circulation data are kept by subject class and by source of the request, e.g., company plants and divisions, or interlibrary loan requests from outside the corporation. Reference questions are numbered and patrons counted. Non-exempt personnel records are kept for hours worked and leave taken. The staff is currently engaged in weeding the collection, and in recording the final disposition of discards, by title and by recipient--in order to keep series together and to divide duplicates. Separate records are kept of corporation employees' speeches received by the library, and of any requests for them.

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*This library and its parent organization are unidentified as per the request of the Librarian.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

The library files all invoices alphabetically by issuing agent, and analyzes them annually. In addition, the library receives from the company Cost Center a monthly report on its expenditures by account, with a total for the year to date. The Cost Center also sends a monthly statement of library expenditures for such items as salaries and wages, with the month's actual total, the monthly average, the year's total to date, and the prior year's total to date.

Circulation statistics are compiled by a daily count of book cards and forms filled out for circulating magazines and vertical file material. They are totaled monthly and reported annually, dating back to 1946. Data are compiled according to medium, including books, magazines, and vertical file material, e.g., general files, speech files, and the corporation's annual reports. Book circulation is further categorized by main Dewey Decimal classes, with a more detailed record of the 600--699 table. Since 1957, records have been kept of circulation to the company's plants and divisions, and of interlibrary loans to other organizations.

A daily diary of reference questions is kept, with transactions numbered sequentially. The number of visitors to the library is tallied and compiled daily. Staff hours are recorded on company-wide time cards. Material weeded from the collection is listed. Data concerning holdings and use of employees' speeches are based on manual counts.

REPORTING AND DISSEMINATION ACTIVITIES

Data are reported annually to the Vice Chairman, via the offices of the Manager of Administrative Services, and the Vice President. Data are reported in the form of statistical charts of expenditures and circulation.

Data are always up-to-date and available for other opportunities to report and to justify the library's existence, for instance via memo.

EQUIPMENT USED

The library does not use any data processing or computer equipment in regard to its statistics collecting activities.

COMPANY X

DIFFICULTIES ENCOUNTERED

In regard to financial data, problems are encountered in distinguishing categories of items, e.g., books and services. The library is not sure that a particular item is categorized consistently. Another problem is caused by the practice of compiling data by invoice, as invoices might not have been received for all funds encumbered at the time a report is compiled.

FUTURE PLANS

No plans are currently being considered, although when the library finishes its current task of weeding the collection and vertical files, it may institute new statistical procedures.

THE CONFERENCE BOARD

Information Service
845 Third Avenue
New York NY 10022

INTRODUCTORY NOTE

The Conference Board (formerly the National Industrial Conference Board) is a fact-finding organization which conducts research and publishes studies on business economics and management. It also provides an Information Service for its member business organizations, trade associations, labor unions, and their employees. In addition to a staff of information specialists, the Board maintains a business library, containing more than 60,000 items, for the purpose of providing accurate and timely data in response to inquiries from its Associate organizations.

INTERVIEWEE

Jeannine Green, Director, Information Service

REASONS FOR COLLECTION

Statistics are collected for reasons of evaluation, promotion, and internal management. Data are used to measure performance of individuals and of the division, and to allocate budget and personnel. Acquisitions figures are used to encourage systematic weeding of the collection, since only limited space is available. Finally, information is used to increase the amount of service given, as data are incorporated into "communications meetings"--the monthly talks given to Associate members--as well as into the semiannual regional sales training program.

INFORMATION COLLECTED

Statistics are collected on acquisitions, finance, reference inquiries, circulation, and personnel. Acquisitions data include books received for review, in exchange, or by purchase. Financial information consists of budget and expenditure records. Reference inquiries are distinguished by source, since a letter request requires an average of 3 or 3 1/2 hours to answer, while a telephone request requires approximately 1/2 hour to complete. Although figures are kept on personnel allocations for specific activities or functions, the raw data are not usually compiled.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

The primary data collection mechanism is the daily "Conference Board Service Report," used to compile monthly activity totals. For each inquiry, a Report records the inquirer's title and department, the nature of the inquiry, the service provided, the staff member who serviced the inquiry, the time spent, and the accounting procedure to be used. From this, monthly charts are compiled for information requests received by telephone, letter, and interview, and for publication requests by type of invoice. The monthly figures are also cumulated during the year, and are compared to the previous year's monthly totals.

Book and periodical orders are tallied on a monthly basis. A monthly total is compiled of books acquired for review, by exchange, and by purchase.

The Head of Technical Services keeps a monthly record of new books and periodicals, additions, discards, book and periodical circulation to staff members and Associates, and information files.

Budget figures are tallied daily and compiled monthly; no annual total is made. Expenditures are recorded by computer and are reported by a monthly printout.

REPORTING AND DISSEMINATION ACTIVITIES

Apart from the promotional reporting described above, monthly figures on requests for information and publications are reported to the Senior Vice President for Development, to the Head of Corporate Planning, and to the Vice President for Research.

EQUIPMENT USED

Although a computer is used to print purchase orders for periodicals, the area of expenditures is the only one in which a computer is used to process data.

DIFFICULTIES ENCOUNTERED

The only problem reported is that the time involved in keeping such detailed statistics could better be devoted to other activities.

FUTURE PLANS

Two plans that have been considered involve making better use of the statistics that are already collected via the Conference Board Service Report. The first involves an analysis of the categories of management personnel who make use of the Information Service. The second concerns a geographical analysis of inquirers.

It has also been suggested that figures be compiled on the percentage of information requests that are answered by Conference Board research, compared to the percentage available in the library collection.

CONGRESSIONAL RESEARCH SERVICE
Library of Congress
Washington DC 20540

INTRODUCTORY NOTE

The Congressional Research Service, formerly the Legislative Reference Service, provides reference and research services to the legislative branch of the government. It employs approximately 525 persons to handle inquiries received from members and committees of Congress, and, to a lesser extent, their constituents. Services provided range from specific factual information to major analytical studies of public policy issues.

The Service consists of ten divisions. Eight are staffed by subject specialists, in such fields as American law, environmental policy, foreign affairs, and science policy research. The Library Services Division provides bibliographic support, and the Congressional Reference Division handles brief factual inquiries. In addition to research done in response to inquiries, the CRS occasionally prepares reports or kits of material in anticipation of a volume of inquiries about a public affairs topic, such as the SST. The Service also "warehouses" various government publications in order to fill Congressional requests for information, and distributes prepared material, such as USDA pamphlets, whenever possible in response to constituent inquiries.

INTERVIEWEES

Virgie Finley, Administrative Officer
Basil T. Owens, Assistant Executive Officer

REASONS FOR COLLECTION

Data are collected for overall control purposes--necessary for an operation which handles over 200,000 requests during the course of a year. Data are also required for inclusion in various reports within the Service and the Library, and to Congress. They are particularly important in appropriations requests.

Specific data, such as average time elapsed during processing within the various divisions, provide a picture of workloads and show where additional staff is needed. Profiles of individual workers can be produced from the data collected, and a check of the quality of work can be performed. For instance, a disproportionate number of bibliographies prepared by a division may mean that this form of response is being used to avoid preparing longer analytic reports.

CONGRESSIONAL RESEARCH SERVICE

INFORMATION COLLECTED

Although the CRS workload statistics are currently undergoing revision, the main information elements collected for each inquiry consist of the date and time the inquiry was received, the requester, whether the request was for the use of a member of Congress or a constituent, the division to which it was assigned, the form of response provided, whether the response will be used for Congressional hearing assistance, the researcher's name, an indication of in-depth research performed, the date cleared, the type of response, the subject of the inquiry, and the research time involved.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Aside from inquiries that bypass the established routing procedures by direct contact with the subject divisions or with individual analysts, most requests from Congressional offices are received by the Inquiry Recording Section, either via telephone or mail, as in the case of complicated Congressional inquiries or simpler requests from constituents. A "recorder" then enters the request on an untitled form (LC 5-3, Rev. 12/69). Data consist of the date and time received; the member's code number, including state and district, or the committee's code number; the source of the inquiry, i.e., member or constituent; the division to which the inquiry is assigned, as decided by the recorder; and the subject, as assigned by the recorder from a list of almost 200 subject headings.

The researcher responding to the request then records the date that the response was cleared; the type of response requested, i.e., a background analysis, an emerging issues report, a bibliography, SDI hard copy, a speech draft, a translation, a bill analysis, a compilations of laws, etc.; the form of response selected by the researcher, i.e., written, in person, telephone, photocopy, books loaned, "giveaway" material, etc.; an indication that the information will be used in connection with a specific hearing; the time required to answer the inquiry, i.e., 0-15 minutes, 15 minutes--1 hour, number of hours, or number of days; and the researcher's name.

Before the coded data are keypunched, a clerk looks over the forms for obvious errors. Data are input in batches.

The data entered on the "inquiry record form" can be manipulated in various ways to give different statistical information about the Service's operation. For instance, figures on the number of requests by subject could be tallied for a given time span or by the member or committee submitting them. The number of Congressional requests can be compared to the number of constituent requests received by a particular division, and the workloads of divisions can be compared, in terms of volume of work and time required.

REPORTING AND DISSEMINATION ACTIVITIES

From the data collected via the "inquiry record form," various divisional and Service reports are compiled. Although in the process of change, along with the rest of the CRS statistical system, reports generally take the form of typewritten consolidations of data, although the complete printouts remain available if needed.

Divisional statistics compiled include the size of the support and research staffs, the ratio of staff, total inquiries cleared, research hours worked, average time per inquiry, average inquiries per researcher, average hours per researcher and percent of potential hours. These data are compiled for each division and are reported to the Division Chiefs, who in turn include them in their annual and interim reports.

On a monthly basis, statistics compiled for the entire Service include the "Analysis of Inquiries Cleared" and "Elapsed Time--Inquiries Cleared" reports. The analysis of inquiries includes figures by source of inquiry and by written and nonwritten types of responses totaled for the current month, the same month last year, the current year to date, and the previous year to date, as well as the percent of increase or decrease. On the same monthly and comparative basis, all divisions report time elapsed in clearing inquiries, categorized by same day, 1 day, 2-5 days, 6-10 days, and over 10 days. These data are compiled on a fiscal year and calendar year basis.

From the other statistics collected with each inquiry, special reports can be made at the request of the Directors of the Service. In general, reports are submitted to the Director of the Department, the Deputy Director, the Assistant Directors, the Executive Officer, and the Division Chiefs. In his reports to the Joint Committee on Congressional Operations and the Joint Committee on the Library, the Director makes use of the data collected.

EQUIPMENT USED

Data are batch processed on the Library's IBM 360/40.

DIFFICULTIES ENCOUNTERED

Problems in collecting the data are encountered when staff members complain about filling out the "inquiry record form," and when the form is filled out incorrectly or illegibly. Difficulties arise in processing the data on occasions when the computer printout is garbled, even though an edit routine eliminates incorrectly punched data by means of check digits.

It is difficult to "statisticize" the intellectual processes that play such an important role in the Congressional Research Service's activities. For instance, there is no way to provide a minute-by-minute record of the process of answering an inquiry.

FUTURE PLANS

The Congressional Research Service is currently revising its statistical procedures. The "inquiry record form" described above is an interim collection mechanism, effective July 1, 1972, for two or three months' use. Similarly, the resulting reports, used by the former Legislative Reference Service, will be changed, as new types of data are collected and new types of reports are thus made possible.

For example, under the Legislative Reorganization Act of 1970, the CRS is now responsible for preparing "emerging issues reports," "terminating program reports," and "purpose and effect memoranda" for new and ongoing legislation. These new types of response have been added to the coding elements. Similarly, the old "hearing" designation will be expanded to identify inquiry responses which affect other phases of the legislative process, e.g., executive sessions. In terms of reporting, the new "Budget Activity" report will provide a more detailed view of the Service's operations.

The Service eventually hopes to establish a CRT facility for retrieving individual inquiries, by means of a control number for each request. This would contrast with the present system, which deals with gross figures only. In addition, the Service hopes to institute a management information program, which may alter or augment the current statistical activities.

CONSORTIUM OF UNIVERSITIES OF THE
WASHINGTON METROPOLITAN AREA
Library Council
1717 Massachusetts Avenue, N.W.
Washington DC 20036

INTRODUCTORY NOTE

The Consortium of Universities of the Washington Metropolitan Area was established in 1964. The five universities in the District of Columbia--American, Catholic University of America, George Washington, Georgetown, and Howard--comprise its founding (full) members and, recently, four colleges in the area have been added as associate members. The Library Council of the Consortium was established to improve access and services to the members' libraries, develop resources collectively, and reduce or better utilize operating expenditures.

INTERVIEWEE

Darrell H. Lemke, Coordinator of Library Programs

REASONS FOR COLLECTION

The following reasons are cited as pertinent to the collection of Consortium statistics: reporting needs; publicity; grant support purposes; comparative data for budget requests and budget defense; analysis for purposes of costing services; evaluation; and prognosis, i.e., what should be done in the future.

INFORMATION COLLECTED

At the present time, statistics are being collected on a regular basis only on the (1) direct borrowing, and (2) delivery service (interlibrary loan) programs, which of their nature lend themselves to data gathering or statistics collecting. Other statistics such as acquisitions and holdings are recorded informally but not reported as such.

The direct borrowing program is a service whereby graduate students (this will shortly be extended to undergraduates also) may use the resources of any of the participating libraries. It is not an interlibrary loan service as such. Statistics on the direct borrowing program include the number of permits or cards issued by each of the participating institutions; number of items loaned through the direct borrowing program; the number of those overdue, returned, and outstanding; and the amount of outstanding charges or fines as well as the amount of fines paid. On an irregular basis, two surveys of the direct borrowing program have also been conducted for reasons of evaluation of the program. These surveys have asked program users about frequency of use of other libraries, number of books withdrawn, and difficulties encountered. Such surveys will be conducted again on an irregular basis in the future.

Interlibrary loan among the participating institutions is accomplished entirely by direct delivery service, bypassing the mails. Statistics are kept on the number of items borrowed and lent by each library. At present, however, the statistics do not include the number of unfilled requests.

Certain other library data are also available, but these are obtained usually through special purpose surveys, e.g., a binding survey has recently been undertaken, as also one concerning degree programs offered by the institutions. This latter was an attempt to identify strengths and weaknesses in the collections for these programs. It should also be noted that, in connection with the Consortium's issuance of a Union List of Serials, now supplemented by a separate Union List of Newspapers, statistics are available on the number of titles, volumes, duplicate holdings, etc.

Finally, the Coordinator of Library Programs keeps a close tally of various headquarters activities--e.g., photocopies made, postage--for reasons of expenditure control, since the budget is fairly restricted.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Statistics are recorded by each institution as operations take place, e.g., direct borrowing permits issued, etc. At the present time all reporting to the Coordinator is informal--no uniform or standard forms or data collection mechanisms have yet been devised--and is on an annual basis only. Informal tabulations of other data, compiled by the Coordinator, are frequently taken from the annual reports of the individual libraries or from other data forms, for example, those submitted to the U.S. Office of Education.

REPORTING AND DISSEMINATION ACTIVITIES

The Coordinator of Library Programs prepares an annual report on Consortium library activities which is submitted to the Library Council. No other reporting takes place, and there is no public issuance of Consortium statistics. Thus far no end-products other than the annual report have been compiled.

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

EQUIPMENT USED

At the present time the only data processing or computer equipment involvement with Consortium library statistics is a computer printout from one of the participating universities concerning the direct borrowing program. Beginning Fall 1972, however, statistics from at least four of the institutions will be submitted on computer printouts. It should be noted also that the Consortium's computer-produced union lists of serials and newspapers, which contain certain statistical tallies, will refine these statistics in forthcoming editions.

DIFFICULTIES ENCOUNTERED

Several problems have been identified as presenting difficulties in the collection of statistics. First, there is the problem of the regularity of reporting, i.e., some of the participating libraries do not report as they should. Second, there is the problem of defining the intent of the statistics, that is, to what uses they are to be put. Related to this second problem is the fact that statistics are primarily quantitative. At present, statistics are not being employed for purposes of usage formulations or operations research, for example, how to improve services or reduce costs. On the consortium level, it is also a problem identifying what data are worth spending time on to collect additional to that already being reported either at the national level or in other ways, for instance, to accrediting organizations. A problem is also encountered with reference statistics. The Consortium does not at present collect such statistics simply because there is no proven method to get at effective reference statistics.

A final difficulty, which is more in the nature of a need, is the demand or requirement for comparative data. This is especially true on the consortium level where institutions or libraries might want to see how they compare with each other, as also with other similar institutions and organizations throughout the country.

FUTURE PLANS

More detailed statistics on the direct borrowing program will be available within the next year. Thus, in addition to gross number of items lent, etc., it will be possible to ascertain the number of items borrowed by each student, in what subject area they fall, etc.

Also, several now-neglected areas have been identified as to future statistics-collecting activities. Although at present no technical services statistics are being collected, it is recognized that such will have to be collected in the future. Personnel statistics are another area of concern. Hence, guidelines are now being prepared for such future data-collecting efforts.

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

In general, the Consortium will try to get a corpus of statistics needed for Consortium purposes, as well as trying to coordinate statistics for the Consortium's probable participation in other networks in the near future.

COOK COUNTY HOSPITAL
Library
1835 West Harrison Street
Chicago IL 60612

INTRODUCTORY NOTE

The Cook County Hospital is a large metropolitan hospital serving the Chicago area. The library program at the hospital includes two facilities, the library located in the School of Nursing and the Tice Library which is primarily for physicians. In addition to these two major facilities, many departments within the hospital maintain small collections.

INTERVIEWEE

Agnes Roach, Head Librarian

REASONS FOR COLLECTION

The statistics compiled by the library are used in monthly and annual reports as a means of indicating to higher management the activities and utilization of the library The statistics also serve in helping to manage the day-to-day operation of the library, e.g., to establish the hours of opening, to formulate acquisitions policy on the basis of the relative utilization of subject classes, to establish a journal subscription policy on the basis of the frequency of interlibrary loans, and to gauge the performance of the library staff as indicated by utilization statistics. Library statistics also play a part in hospital accreditation proceedings.

INFORMATION COLLECTED

The Cook County Hospital Library collects information in three general categories: acquisitions, library utilization, and finances. Acquisition statistics are kept on the number of books received and cataloged, recorded by type of book (reference, reserve, and regular) and by location, i.e., Nursing Library, Tice Library, or hospital department.

Library utilization statistics consist of circulation, attendance, reference questions, interlibrary loans, and xerox copies made.

Under the category of finances, the library collects expenditure data which reflect the status of the various budget items.

COOK COUNTY HOSPITAL

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Although there are many departments within the hospital that are authorized to purchase books and library materials, all requisitions for such materials must be approved by the librarian. This material is received through the library, providing an opportunity for cataloging and recording all library material within the hospital. Data regarding books received and cataloged are tallied daily by the cataloging section, and submitted to the librarian weekly.

Circulation statistics are compiled daily, according to subject class and type of material. At the end of each day, charge cards are counted and recorded on a standard form, totaling circulation within the main Dewey Decimal classes, and circulation of journals, pamphlets, and films and records. Attendance records are maintained by tallies kept on desk calendars at the circulation desk in each facility. Counts of attendance are made for three intervals during the hours of opening, i.e., 9 a.m.-5 p.m., 5 p.m.-7 p.m., and 7 p.m.-9 p.m. Data regarding reference questions are tallied daily and submitted to the librarian on a weekly basis. The reference questions are divided into two categories, short reference and regular reference. Short reference questions are those answered by any of the library staff, whereas regular reference questions are always handled by the reference librarian. The interlibrary loan data are compiled by a weekly count of the standard forms, and totalled monthly. The number of xerox copies made by the library staff are recorded on a log sheet located at the machine. The number of copies made is tallied on a weekly basis.

Data regarding expenditures for the library are derived from copies of requisition forms. The expenditures are totalled on a monthly basis, and the budget balance in various categories is updated at this time.

REPORTING AND DISSEMINATION ACTIVITIES

Attendance and circulation statistics for the various facilities are reported to the librarian on a weekly basis via a standard reporting form, which consists of the data described above. The librarian prepares monthly and annual reports and submits them to the head of the Department of Educational Resources. These monthly and annual reports, which are confidential documents, regularly include use and circulation statistics, presented in tabular form. Other statistics are used in these reports on a selected basis, e.g., if a recommendation to change the hours of opening was presented in the report, attendance statistics would be presented to support the recommendation.

EQUIPMENT USED

The Cook County Library utilizes no data processing or computer equipment in connection with its data gathering and statistical program.

COOK COUNTY HOSPITAL

DIFFICULTIES ENCOUNTERED

It is very difficult to collect precise attendance figures because there are many instances when the library staff is busy and will not see patrons entering and leaving the library. Circulation figures are also subject to error due to the mechanism by which they are collected. Because circulation figures are compiled on the basis of filed charge cards, any books or materials checked out and in on the same day would not be counted.

FUTURE PLANS

No major revision in the statistical and data gathering activities is planned at this time. The librarian would like to ascertain which subclass is used most frequently in the physician's library, and may establish a procedure to obtain this information in the near future.

DOBBINS TECHNICAL HIGH SCHOOL
Library
22nd and Lehigh Avenue
Philadelphia PA 19132

INTRODUCTORY NOTE

Dobbins Technical High School is a public vocational high school that serves students from the entire city of Philadelphia.

INTERVIEWEE

Olivia S. Carter, Librarian

REASONS FOR COLLECTION

Data are collected in order to fulfill annual reporting requirements of the Board of Education, and indirectly, of the state and federal governments. Within the Library, the data are used to identify gaps in the collection and to determine what the Library's needs are. Records of hours worked by student assistants are kept as a basis for annual school awards.

INFORMATION COLLECTED

Statistics are collected in the areas of holdings, library use, finance, clerical assistance, equipment, reference work, and cataloging.

Specifically, holdings data are comprised of the total number of items held in each subject area, and the number of books added, lost, missing, and discarded during the reporting year. Both average daily attendance and circulation are used as indicators of use of the Library. Financial data involve accounting for funds received from the local Board of Education, from ESEA Title II grants, and from lost book payments and fines collected. A tally is made of hours worked per week by student assistants. Equipment information consists only of an inventory report. Public service records concern the type of reference questions handled, and technical service data consist of the number of books cataloged by subject area.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Statistics on the Library's holdings are compiled annually on the basis of a shelflist count, and circulation information is based on a daily card count. Average daily attendance figures are calculated by a count of students entering the Library during two months of the school year. An indication of type and volume of reference questions handled is also arrived at by a tally during a two-month period. Financial records are maintained in daily log form, as they occur, and are compiled annually. On a weekly basis, an attendance record is kept for each student assistant, tallying hours worked. A record of accession numbers provides information on the number of items cataloged annually, as well as on the number of items added to the collection. Items of equipment, their serial numbers and condition, are accounted for on school-wide inventory forms distributed annually by the Office.

The Library originates no data collecting forms, but reports statistics annually via forms distributed by the School District of Philadelphia and the State Department of Education's Division of School Libraries. The local form, "Annual Library (Instructional Materials Center) Report" (Form EH48), requests information on additions and losses of books and non-book materials; additions of magazine and newspaper subscriptions; amount of local and other funds expended for books, non-book materials, magazines and newspapers; hours served by the librarian and library assistant; average daily circulation and attendance; library hours; and special activities or problems.

The Library reports to the Pennsylvania Department of Education via its "Annual Inventory ESEA Title II" form. Data include the numbers of ESEA-funded library books, textbooks, and audiovisual materials received, lost, and discarded during the school year, as well as comparative figures for six preceding years.

REPORTING AND DISSEMINATION ACTIVITIES

Data are reported on the above forms via the Principal's Office to the local Board of Education (the School District of Philadelphia). The Board in turn reports required data to the State.

EQUIPMENT USED

No data processing or computer equipment is used to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

Other than the fact that statistics activities are time-consuming, no problems were reported.

FUTURE PLANS

The Library's statistics activities are contingent upon the requirements of the School administration, the local Board of Education, and the State. At present, no changes are being considered.

DONALDSON, LUFKIN & JENRETTE, INC.

Library
140 Broadway
New York NY 10005

INTRODUCTORY NOTE

This firm, an investment and securities research and service organization, was established in 1960 and became the first publicly-owned firm of its sort to be listed on the New York Stock Exchange. Major subject areas covered by the Library include economic and business conditions, pensions, and investment companies. Holdings number approximately 5,000 volumes, 650 periodical titles, and several hundred microfiche and microfilm reel units. Other materials are housed in approximately 300 vertical file drawers.

INTERVIEWEE

Darl M. Rush, Head Librarian

REASONS FOR COLLECTION

Statistics and data are primarily collected for reasons of monitoring services and overseeing charges. Statistics on accessions list requests are recorded in order to ascertain the utility of the list and whether the "right" items are being acquired, i.e., to see if there should be a shift in emphasis to other subject areas or topics. Request statistics also help to determine whether duplicate copies of a particular item should be ordered.

Detailed statistics are kept on the company's research reports, since the Library serves as distributor for these reports.

Interlibrary loan statistics are kept to see who are the prime borrowers and from whom the Library has borrowed the most. The latter is done for reasons of not overextending requests to other libraries or facilities. A record of requests for outside services--e.g., information from Dun and Bradstreet--is kept so as to monitor charges.

INFORMATION COLLECTED

The Library maintains records on the number of periodical subscriptions and new books added, items cataloged, requests and requesters for a particular item that is announced on its monthly acquisitions list, requests for services, interlibrary loan, and photocopier use. A record is also kept of the amount of monies expended by the Library for other departments. Personnel records are maintained on hours worked per day, including overtime. Data on research reports include dates and names of persons connected with various handling operations.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions data, i.e., the number of periodical subscriptions and new books added, are compiled by counting the items announced on the monthly acquisitions list. Since each item on the list is numbered, it is a simple matter to record the totals. The record of requesters is maintained via a list of those waiting for an item. Cataloging data are arrived at by counting monthly the new shelflist cards that have been produced. These cards are batched during the month, counted, and then filed.

Interlibrary loan statistics are kept in a notebook divided into two sections, one for items loaned by the Library, the other for items borrowed from other facilities. These entries are counted annually.

Photocopier use is recorded by keeping a tally of the number of rolls used per week. From this tally, one can calculate the number of copies made per roll.

A record of expenditures is kept in a book subdivided according to the various accounting codes used by the firm. Specific accounting codes for the Library are 590 subscriptions, 591 services, and 592 books. Items are entered as they occur, and counted weekly.

Employee hours are kept by the individual staff members and reported weekly on a company-wide form. A "Control Sheet" is used as a work progress record on research reports. This form provides for indication of the date of operation or activity for such things as first drafts, first galleys when they were sent to certain people or departments, or to the printer.

REPORTING AND DISSEMINATION ACTIVITIES

A combined personnel record is reported weekly to the company's Personnel Department. Expenditures for other departments are reported quarterly to the Director of Research, the Vice President of Accounting, and to the Head of Corporate Planning.

The Library prepares an annual report which includes a projected yearly total of expenditures and projections and budget requests for the following year. The projected yearly total is included because the submittal date for the annual report falls prior to the end of the year. No other statistical compilations are prepared.

DONALDSON, LUFKIN & JENRETTE, INC.

EQUIPMENT USED

The Library does not use any data processing or computer equipment for its statistical activities.

DIFFICULTIES ENCOUNTERED

Because the types and amount of statistics recorded are kept to a minimum, the Library does not encounter any problems.

FUTURE PLANS

The Library has no plans for changes in its statistical activities. This, of course, excepts requests from management for more detailed statistics.

EASTERN MASSACHUSETTS REGIONAL LIBRARY SYSTEM
Boston Public Library
Copley Square
Boston MA 02116

INTRODUCTORY NOTE

The Eastern Massachusetts Regional Library System serves 180 communities organized into 7 Regional Library Centers. The System also has 3 extension service units for communities under 25,000 population, with a fourth unit in the process of being established. The Boston Public Library is the System headquarters and main library.

INTERVIEWEES

Philip McNiff, Acting Director (Director of Boston Public Library)
Liam Kelly, Assistant to the Director (Boston Public Library)

REASONS FOR COLLECTION

There are three reasons for collecting statistics and data: the necessities of government reporting; to provide some measure of justification for financial support, including documentation of expenses for reimbursement purposes; and to identify strong and weak spots both in the collections and in areas of service. With regard to data for justification, it should be noted that qualitative measurements are more important than quantitative, although there is some need for the latter. Overall, the System is concerned with what statistics are really needed, and what it should collect.

INFORMATION COLLECTED

Data are collected in the areas of resources, technical processing, film services, interlibrary loan, extension services, delivery service, publications, and finances.

Resources data include materials added, such as books and films, and the number of titles and volumes. Books are further categorized as to whether they are fiction, nonfiction, adult, young adult, or juvenile.

Technical processing data include the number of titles cataloged for System extension services, whether cataloging is original or with LC copy, and the number of catalog cards produced for System members.

Film service data include the number of films circulated, to what groups they are shown, the number of attendees at showings, and the method of delivery.

Interlibrary loan data are compiled for requests received and filled.

Data on extension service via bookmobiles include records of books, phonorecords, and films circulated; and delivery service records are kept on materials delivered either to members or to other users, e.g., films delivered to community groups.

A record is also kept of the quantity of publications--for example, selection lists--sent to member libraries.

Financial data include budgetary information and statistics on expenditures, such as the number of volumes purchased with state or federal funds.

COLLECTION, METHODS, MECHANISMS, AND FREQUENCY

The Boston Public Library, in addition to being the central library within the state, is also the designated headquarters of the Eastern Massachusetts Regional Library System. As a component member of this System and its guiding force, the Boston Public Library does not usually divorce the statistics that it maintains for its own internal operations from those maintained for System services. Thus, much of the information compiled for the System includes internal Boston PL operations. Resources and cataloging are two areas where this situation holds. Film services, which are centralized in Boston PL, is another similar situation.

No special reporting forms are submitted to member libraries for their completion. Rather, information is taken by the System from state forms used by the member libraries for other purposes.

System financial data, however, are separated from Boston PL data. Budgetary and expenditure data are submitted to the Bureau of Library Extension within the State Department of Education. Annual expenditures are cumulated by the individual regional library centers and then compiled by System headquarters.

Most data are tabulated weekly, and compiled monthly and annually. Interlibrary loan requests, however, are totaled daily and cumulated annually. Data on publications are maintained by a list showing predetermined quantities to be sent to libraries, and by a record of the printing order volume for each item.

EASTERN MASSACHUSETTS REGIONAL LIBRARY SYSTEM

REPORTING AND DISSEMINATION ACTIVITIES

The System submits a series of reports to the Bureau of Library Extension. A monthly bill, or report of expenditures (Form RPLS 1 (12-67)), specifies outlays for salaries and wages, books and related materials, audio-visual materials, equipment, contractual services, and other operating expenditures such as vehicle operation, office and administration expenses, and insurance. Budgetary requests or other expenditure reports are submitted annually on Forms RPLS 2 through 10. The data items on these forms correspond to those listed on the monthly report.

A monthly computer-produced report of film circulation specifies the community served, the number of films loaned, to what type of groups they were loaned (community, library, school, or church), attendance, and method of delivery (mailed, picked up, or truck).

The System also prepares an annual report of activities and statistics. In addition, an oral report is presented at the annual meeting of the System Regional Council, at which each member library has a representative. Some statistics may also be reported at the monthly meeting of the Trustees of the Boston Public Library.

EQUIPMENT USED

At present, data processing and computer equipment are used in the production of film service data and resources data. Automated circulation statistics are not yet fully operational but will be; and a pilot project for identifying overdue books will be expanded from the two member libraries it now serves.

DIFFICULTIES ENCOUNTERED

Several problems are faced in the statistical program: deciding what is really useful; identifying what should be done on either a regular basis or an ad hoc basis; the danger present in the use of data processing equipment for production of unneeded information; and lastly, the excessive mantime required to complete some statistical reports. With regard to this latter problem, it may be asked whether their value is enough to justify the labor expended.

FUTURE PLANS

Within the next year, the System will have statistics on resident and nonresident use. The Boston Public Library will also investigate the use of the reference and research collections, and will attempt to obtain a better idea of the impact of daily delivery service through analysis of the statistics presently being collected.

ENOCH PRATT FREE LIBRARY
400 Cathedral Street
Baltimore MD 21201

INTRODUCTORY NOTE

The Enoch Pratt Free Library, which serves the City of Baltimore, Maryland, has long been recognized as one of the nation's leading public libraries. The organization, scope, and sophistication of its services havebeen equalled by few. In 1971 the State of Maryland designated Enoch Pratt the State Library Resource Center, thereby making it the official state library agency for Maryland.

INTERVIEWEES

Edwin Castagna, Director
Rolf Halverson, Executive Assistant to the Director

REASONS FOR COLLECTION

The basic reason statistics are collected is to provide guidance for the Library in its operations and services. This is all the more necessary since the Library is on the PPB (planning, programming, budgeting) system, which requires that total output be reflected accurately in statistics. Data are collected in order to study trends (e.g., rises, falls), estimate future needs, and discover weaknesses in the collection. Further reasons are to alert the staff to needs and to provide keys to performance.

INFORMATION COLLECTED

In 1965 the Library adopted the PPB system. Since that time the Library's statistical activities have been guided by and in support of this system, which is based on counts of the volume of work. Four program areas have been established: (1) Administration, Direction, and Control; (2) Technical Services (Processing); (3) Public Services; and (4) Buildings and Vehicle Maintenance and Operation (Supporting Services). Each program is further broken down into separate activities, for which statistics are collected.

Administration, Direction, and Control data collected include personnel management information, finances, business management and accounting information, and reports on the number of displays, exhibits, press releases, and publications. No statistics on general administration (i.e., activities of the Director and all persons attached to his office) are maintained, since it is felt that these activities cannot be effectively measured according to the PPB system of recording units of activity.

Technical Services statistics include the number of items cataloged, the number partially cataloged or not cataloged at all (such as paperback books), and the number of items reserviced (rebound, repaired, etc.).

Public Services statistics cover the number of items circulated, the number of readers assisted, telephone assistance services, public meetings and programs conducted, and book selection. All reference questions are treated the same statistically; no attempt is made to differentiate between "ready-reference" and other types of questions.

Buildings and Vehicle Maintenance and Operation data include the number of miles traveled by each service vehicle, the square footage of facility space maintained and cleaned, and the number of containers handled at the central building shipping center.

Miscellaneous other statistics are also maintained. Thus, the Central Library keeps a tally of the persons entering the building each day, and nonpublic meetings (e.g., in-service training meetings, committee meetings) are recorded by each unit chief and coordinator. These statistics are recorded and submitted on a regular basis, but are not publicly issued. Rather, they are used for supplementary budgetary purposes or other "on-demand" purposes. Also, if needed, the gross circulation figures can be itemized by specific type of material circulated, e.g., books, periodicals, vertical file.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are reported monthly to the Business Office by all agency (unit, department, or division) heads. These reporting units include the Central Library, 24 branches, 2 bookmobiles, and 2 library centers, which are very small, storefront-type collections or service points. Public Services statistics are compiled quarterly, while figures for the other three programs are compiled semiannually.

One reporting form is used, "Program Budget Statistics" (Form 25-11-63-4C). Instructions and definitions for the interpretation and completion of the items requested have been issued. It should be noted that an accompanying cover memorandum for the form indicates that it "is not intended as an absolute measure but as a partial indicator of the work load of the Library as a whole."

REPORTING AND DISSEMINATION ACTIVITIES

The main vehicle of dissemination is the Library's Annual Report, which is distributed to all county libraries in Maryland, the Maryland

General Assembly, the Baltimore City Council and other city officials, the benefactors of the Library, the Library Board of Trustees, and the staff (to indicate comparative interdivisional activities and performance). A limited supply of copies are available to others on a "first-come-first-served" basis.

The Annual Report consists primarily of statistical compilations. These tables compare the current year's figures with those for the previous year, and are specified according to the operations of the Central Library, the Extension Division (all branches, bookmobiles, and library centers), and other affiliated components of the Library. The statistics for the Extension Division are further categorized by individual service points.

Two financial statements are also included in the report, one for receipts, the other for expenditures. Both statements also compare current year figures with the previous year.

EQUIPMENT USED

An MT/SC system and a sorter and collator are used in tabulating the statistics that are collected. In addition, the city government uses a computer to produce payroll and other accounting records.

DIFFICULTIES ENCOUNTERED

There is some inconsistency in reporting among the divisions and some miscounting. Stronger standardization and enforcement in statistics collecting would be helpful.

FUTURE PLANS

No specific plans are contemplated. The PPB system shows Central Library costs as a separate entity, instead of in combination with other parts of the library system. The City of Baltimore is thinking of "mini-budgets" to bring out effective variables or parts. In this way it would be possible to ascertain the exact costs associated with a particular branch or other service outlet.

FIRST NATIONAL CITY BANK
Financial Library
399 Park Avenue
New York NY 10022

INTRODUCTORY NOTE

The First National City Bank is one of the leading financial institutions in New York City. It has two libraries, one a financial and the other an investment library. The Financial Library has holdings of 64,000 volumes, and other materials are contained in 75 vertical file drawers.

INTERVIEWEE

Frances J. Brown, Library Director

REASONS FOR COLLECTION

The general purposes for which statistics are collected are several: to report to management; to justify additional staff; to serve as a basis for costing services; to assess production and productivity; to schedule staff; and to evaluate increase or decrease in library usage. Specifically, the "substitution" data collected are important, since they provide the input for determining what the basic staff is or should be.

INFORMATION COLLECTED

The Library regularly collects statistics in the following areas: acquisitions; cataloging; processing; reference and research; circulation; finances; and clerical activity.

Acquisitions data primarily include statistics for monographs and serials. Miscellaneous acquisitions data include such operations as the number of typed purchase orders, purchase requisitions, letters, etc.; the number of filed purchase orders, etc.; and the number of follow-ups made, either by telephone or correspondence. In addition, backlog information is recorded for items waiting to be ordered, cancellations waiting to be made, etc.; and for received materials, which includes operations pertaining to acquisitions already on hand.

Cataloging statistics concern monographs, annuals, periodicals, and series cataloged and classified; items reclassified; copies added to the collection; and items added to the vertical file collections. Filing, typing, Xeroxing, and other operations related to cataloging are also recorded. The cataloging category also includes binding statistics and discard or weeding statistics.

Processing data are maintained on such items as pasting book pockets, labeling, relabeling, pamphlet binding, backings, insertions, and repairing.

Reference and research data include information requests, interlibrary loans, directional inquiries, calls made outside by the Library to obtain facts, bibliographies compiled, and supplements inserted.

Circulation data are kept on monographs and periodicals circulated, overdue notices sent, books recalled and returned, and inquiries at the information desk. Statistics are also kept on the periodical routing program.

Financial information is recorded on expenditures for acquisitions. Other financial data include budgetary allotments and expenditures for other items.

Clerical activities data include items filed, e.g., classified material, periodicals, vertical file material; periodicals processed; messenger duties; book discards; catalog cards withdrawn; and shelves adjusted and shifted. Information is also recorded on clerical backlogs.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All data are compiled monthly and cumulated annually on a variety of forms. The monthly forms record totals of daily tallies, and the annual cumulations reformat these statistics on a month-by-month basis. Some compilations are in both detailed and summary form.

Acquisitions statistics are entered on a "Material Ordered" form for quantity or volumes. Data concerning monographs and new and renewed serials (subscriptions, periodicals, or annuals and series) are recorded for both the Financial Library and the Economics Department of the Bank. The same format is used to record dollar amounts expended for acquisitions. An "Operations" tally sheet is used to record data for such activities as typing, checking in of materials, filing, follow-ups, and payment of bills. A "Supervisor's Report" on backlog in the Acquisitions Section is divided into new work backlog, and received materials backlog. New work involves monographs or serials waiting to be ordered, waiting to be cancelled, and ordered but not yet received. Received materials include items waiting to be checked in, bills waiting to be paid or adjusted, and investigations into such matters as nonreceipt of issues or subscription problems and checking of subscription status or renewal notices.

Cataloging statistics are entered on a series of tally sheets that record information concerned with cataloging and classification of new materials; annuals, series, and periodicals processed; discarded materials (nonautomatic weeding); lost materials; and typing operations. New cataloging includes cataloging proper of new materials, other cataloging such as reclassification, typing catalog cards, inserting cards in pockets, filing and withdrawing catalog cards, and Xeroxing shelflist cards. Cataloging data for annuals, series, and periodicals include such items as number of titles and volumes, withdrawals of cards from the catalogs and shelflist, typing of cards, discards, and filing. Discarded materials data are recorded for the number of titles and volumes of monographs, annuals, periodicals, and series; and the number of shelflist and catalog cards withdrawn permanently. Lost materials data include the number of volumes replaced or not replaced, the cost in dollars for reimbursement or non-reimbursement, and the number of volumes restored. Typing data include book cards and pockets typed, catalog cards typed, cards filed or withdrawn, and typing for other than new cataloging. In addition to typing data, a section of the form also allows for recording "substitution" data. This provides an indication of the times a staff member in the Cataloging Section was assigned to other duties within the Library and for what reason, i.e., illness or vacation on the part of another staff member. A monthly backlog report, submitted by the typist, includes such items of information as catalog cards to be typed; shelflist or catalog cards to be filed; book cards, pockets, and labels to be typed; and book bindery material to be processed.

Data on the "Preparation of Materials" are entered daily, and such information is recorded as quantity of items processed and the details of the processing, i.e., pasting book pockets, labeling, relabeling, pamphlet binding, backings, insertions, and repairs.

A "Reference and Research" tally sheet records such items of information as reference, research, interlibrary loan, directional inquiries, outside calls made to obtain facts, bibliographies compiled, supplements inserted, and special projects. Reference is defined as an activity lasting from 1 to 9 minutes, and research from 10 minutes or over. Interlibrary loan data specify loans both to and by the Financial Library. Supplements inserted are identified by both the number of titles and number of pages inserted. In addition to the tally sheet, an "Information Request" form (LIB 500*REV.10-64) is completed by the Reference Department for inquiries received. It records the nature or subject of the request, the department or division from which it comes, the requester, and the date.

Circulation statistics are recorded by the information desk and by the periodical routing desk. Tallies on information desk circulation include monographs and periodicals circulated; interlibrary loans made by others; overdue book notices sent, either first, second, or third; books recalled on first overdue notice, both quantity and dollar value; quantity and dollar values of books returned after recall; and information desk inquiries, which include questions about recent additions to the collection, telephone, and personal inquiries. Periodical routing data record the number of periodicals routed, the number of follow-ups made, and the number of catalog cards filed or withdrawn. On a separate tally sheet a record is also kept of additions to periodical routing, deletions from the routing lists, and corrections made on periodical and personal routing cards. The number of carriers dispatched is recorded on an informal sheet.

An "Incoming Mail Table" tally sheet records the number of items checked, items filed (periodicals, vertical file material, etc.), subscription and nonsubscription follow-up notices sent, messenger duties performed, and vertical file items discarded. To these tallies are added tallies of physical preparation of publications. In addition, a monthly "Backlog Report" is completed by the incoming mail desk. This report is formatted identically to the monthly cumulation.

The Library file clerk keeps a tally sheet on activities such as items filed (classified material, periodicals, vertical file material), messenger duties, cards withdrawn permanently, shelves adjusted, shelves of books shifted, and special projects, which are described but are not counted. In addition to these tallies, a monthly backlog report specifies the number of periodical volumes to be removed from the shelves and the number of catalog cards to be withdrawn from the card catalog.

REPORTING AND DISSEMINATION ACTIVITIES

A monthly report is made to the appropriate Economics Department officer, who is an Assistant Vice President of the Bank. This report summarizes operations and backlog. A summary annual report on accomplishments is submitted voluntarily to this same officer.

In addition, the "Information Request" forms filled in by the Reference Section are batched monthly and sent to the supervising officer within the Bank. This is for awareness purposes only, i.e., to inform as to which departments are using the Library most. The forms are then returned to the Library.

EQUIPMENT USED

The Financial Library does not use any data processing or computer equipment in its statistical activities. However, a monthly computer printout is received from the Voucher Department which records expenditures, budget allotments, and the variance between them. The budget allotments and expenditures are itemized according to accounting codes.

DIFFICULTIES ENCOUNTERED

The major problem identified is that reference statistics are not at all adequate. Also, there must be some skepticism of tallied figures, especially for reference, since accuracy depends on the individuals who record them.

FUTURE PLANS

The Library does not have any plans at this time to change its statistical activities. Such changes will be made only when required, i.e., by management request or by staff discussion.

GENERAL MOTORS CORPORATION
RESEARCH LABORATORIES
Technical Center Library
12 Mile and Mound Roads
Warren MI 48092

INTRODUCTORY NOTE

The Technical Center Library's primary mission is to serve the General Motors research staff. This results in a potential patronage of 1,500 employees. The library's collection consists of 28,000 cataloged items, 37,000 bound periodicals, and 15,000 automotive catalogs. In addition to serving the GM research staff, the library contracts its services to other divisions of the Corporation.

In addition to the standard library functions, the library is responsible for maintenance of an information system--System on Automotive Safety Information (SASI). The SASI holdings and related services are available to all GM divisions, research laboratories, and other organizations involved in automotive safety.

INTERVIEWEE

Robert Gibson, Librarian

REASONS FOR COLLECTION

With regard to services provided by contract to other divisions of GM, the data collected are necessary in order to ascertain the billing rate. Statistics regarding other aspects of the library's operation provide a means of monitoring activity in the library. The data identify trends in library activity and encourage redistribution of resources to accommodate the changing patterns.

The statistics compiled by the library are also used to justify staffing, although the librarian believes that statistics used in this way are not as meaningful to management as an on-site presentation of workload, e.g., a table loaded with books that are awaiting cataloging.

INFORMATION COLLECTED

Data gathering activities fall into five general categories: acquisitions, cataloging, divisional services, finances, and SASI activities.

GENERAL MOTORS CORPORATION

Acquisitions statistics are compiled for books, periodicals, preprints, university research reports, translations, government research reports, automotive catalogs, and miscellaneous items.

Cataloging statistics are compiled for new book titles cataloged, added copies processed, automotive catalogs and periodical volumes added, and number of catalog cards filed.

Divisional services statistics include number of contracts with other GM divisions, Xerox copies made, books loaned to other divisions, literature searches made, bibliographies prepared, books cataloged, and total requests processed.

Statistics about SASI usage include the number of requests and replies processed, categorized by origin of request, i.e., research laboratories, GM divisions and staffs, and sources outside GM. Data regarding SASI holdings are maintained in terms of items in the data base, thesaurus terms, and aperture card holdings.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions statistics are obtained as a by-product of the library's computer system. When a purchase order for an item is prepared, a computer record is created for the item. Each stage of the acquisition and accessioning process is entered by means of a console, thereby updating the initial record for that item. The library produces its own catalog cards by means of the computer system. The cataloging data elements are recorded in machineable form, and statistics can be generated from these records.

Activities related to divisional services are compiled manually; no formalized reporting form is used. The data are transmitted to the librarian by the staff via weekly memos.

Data regarding financial transactions are recorded manually as they occur. The library also receives a monthly report from the Center's accounting department detailing expenditures for the month and for the year-to-date. The accounting department is the ultimate authority in the area of financial statistics.

SASI data are also collected manually. The data are recorded as they occur and statistics are compiled annually and as needed.

REPORTING AND DISSEMINATION ACTIVITIES

The librarian reports directly to an administrative director. The administrative director, two technical directors, and the Vice President for Research have administrative and policy-making authority over the library. The only regularly scheduled report that the librarian makes to this body is the annual report of the library, a confidential company document.

GENERAL MOTORS CORPORATION

This report includes comparative figures for the reporting year and two previous years in the areas of acquisitions, cataloging, divisional services, overall usage, and SASI holdings. Other reporting and dissemination of library statistics occur at the discretion of the librarian or at the request of higher management.

EQUIPMENT USED

The computer system used by the library is an IBM 360/65. The computer is controlled by the GM Technical Center, and library use of the computer must be reimbursed to the Center out of the library's budget.

DIFFICULTIES ENCOUNTERED

The data gathering and statistical activities of the library are greatly curtailed due to the lack of staff. It is the judgement of the librarian that the staff currently on hand can be more efficiently used for activities other than data gathering. The librarian has been tempted to compromise the situation by employing more computer technology.

Another deterrent to data gathering and preparation of statistics is the fact that higher management is not very impressed by statistics.

FUTURE PLANS

There are currently no firm plans for changing the data gathering or statistical activities of the library. However, the librarian does foresee the possible expansion of library concerns into other subject fields, e.g., social behavior, biomedicine, and physical chemistry. If this expansion becomes a reality, there may well be additional statistics required as a result.

One area in which data gathering would be initiated, if one knew what data to gather, would be the means by which to place a dollar value on information. The librarian feels that this is especially important in a research environment.

GUILFORD TECHNICAL INSTITUTE

Learning Resource Center
P.O. Box 309
Jamestown NC 27282

INTRODUCTORY NOTE

The Learning Resource Center's primary mission is to serve the students and faculty of the Guilford Technical Institute. The Institute is a two-year community college with an enrollment of 5,000 students, equal to 2,100 full time equivalent students. The college is supported with state and local funds and is governed by a board of trustees comprised of local citizens. The collection consists of approximately 10,000 volumes, 200 serials, and 2,100 units of audiovisual material.

INTERVIEWEE

(Mrs.) Mertys W. Bell, Director of Learning Resources

REASONS FOR COLLECTION

The reasons given for data collection and compilation of statistics are: to justify building expansion, to justify additional staff, and to justify the acquisitions program. In addition, the information provides the Librarian with the opportunity to manage the Center more effectively.

INFORMATION COLLECTED

The general categories in which information is collected are: circulation, finances, acquisitions, attendance, reference, and interlibrary loan.

Circulation data are divided into three categories: books, other printed materials (periodicals, pamphlets, etc.), and audiovisual materials.

Financial data are collected with regard to expenditures in the following categories: salaries, materials, books, microforms, and audiovisual equipment.

Acquisitions data are collected for volumes added, serial titles, films, filmstrips, phonorecordings, transparencies, and microfilm.

Library attendance is divided into three categories: students, faculty, and others.

The number of reference questions received at the Center are totaled without further breakdown. Books and films borrowed from other institutions for the use of Guilford faculty and students are recorded by the number of items borrowed from each institution.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Circulation data are collected on a daily basis and recorded in a standard Gaylord circulation record book. These statistics are collected manually, and compiled monthly and annually.

Records regarding the expenditures are maintained manually by the Library's secretary. Data are recorded as expenditures occur in each of seven categories: salaries, books and audiovisual materials, periodicals, printing and binding, supplies, travel, and other expenses. Year-to-date expenditures are compiled monthly and annually.

Acquisitions are recorded upon receipt of material on a Gaylord accession form, giving for each numbered entry the author, title, publisher, year, source and cost. Totals are prepared monthly for number of volumes, audiovisual materials, serials, and back files acquired.

Attendance figures are recorded daily by means of a simple tally on the desk calendar at the circulation desk. The attendance is recorded in three categories: student, faculty and other. The data are totaled on a monthly and annual basis.

The number of reference questions received by the library staff is also recorded on a daily basis by means of tallying. Totals are compiled on a monthly and annual basis.

Interlibrary loan activity is recorded by retaining copies of interlibrary loan forms. The data compiled on a monthly basis show the total items borrowed, the lending institutions, and whether the item was a book or a film.

REPORTING AND DISSEMINATION ACTIVITIES

Monthly statistics prepared by the staff are submitted to the Librarian on an informal basis each month. Annual statistics are prepared in tabular form and included in the annual report of the Center's Director to the President of the Institute. A copy of this report is also submitted to the Dean of Instruction. Comparative annual data include: library resources, in terms of volumes and units of microfilm held the previous year, volumes and units added, serial titles currently received, and volumes and serials per FTE student; audiovisual material holdings in the categories of films, filmstrips, phonorecords, transparencies, and microfilm; use of the Library, reflected by the attendance and circulation data described above, in addition to average daily attendance and circulation figures; and expenditures, in the categories detailed above.

GUILFORD TECHNICAL INSTITUTE

EQUIPMENT USED

There is no data processing or computer equipment used in the data collection and statistical activities of the Center, although it does have a list of the periodicals in the collection in machinable form, as well as a union list of audiovisual materials.

DIFFICULTIES ENCOUNTERED

The major difficulty involved in the data collection activity of the Center is the lack of staff available for both data collection and service.

FUTURE PLANS

If the resources become available, the Director would like to initiate an automated circulation control system, and transcribe the card catalog into machinable form. The card catalog in machinable form would facilitate the production of book catalogs.

HARRISBURG PUBLIC LIBRARY

Front and Walnut Streets
Harrisburg PA 17101

INTRODUCTORY NOTE

Founded in 1889, the Harrisburg Public Library serves not only the city but four counties as well, through its six branch outlets and bookmobile. Its collection contains approximately 250,000 items.

INTERVIEWEE

Katherine Myers, Acting Director

REASONS FOR COLLECTION

Data are collected in order to complete the annual report required by the State Library.

INFORMATION COLLECTED

Data are collected in the areas of registration, circulation and interlibrary loan, reference and reserve service, holdings, and programs.

Adult and juvenile registration is reported for both the main library and branches. Adult circulation is totaled by the main library whereas circulation by subject area is reported by the branches. Interlibrary loan data are totaled for all outlets. Although only adult reference service is recorded by the main library, all reference work is reported by the branches. Library-wide reserve data consist of requests taken and filled. Holdings data are compiled for the main library, branches, and total system, with special emphasis on records, films, cassettes, and pictures. Special school services and children's programs are reported by the branches.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are tallied daily and compiled monthly by each branch and Department Head. Aside from a monthly statistics sheet maintained for interlibrary loan transactions, all types of data are compiled on a single sheet specifying month, file, department, subject, statistics for month, and statistics for year.

REPORTING AND DISSEMINATION ACTIVITIES

Data are reported to the Board of Trustees at its monthly meeting. Data reported monthly on the "Harrisburg Public Library Statistics" table include circulation from each outlet, and increase or decrease from the previous year; registration and reference handled by each outlet; and holdings and additions for the month.

The annual report, after approval by the President of the Board of Trustees, is submitted to the State Library via its standard "Public Library Annual Report." Information reported include administrative data, such as population served, daily schedules, and number of service outlets; holdings data in terms of total book stock, distribution among outlets, periodical and newspaper subscriptions maintained, and other itemized library and audio-visual materials; circulation data, including books loaned through the main library and all other outlets, and total circulation of recordings and films; interlibrary loan data, consisting of total outgoing loans, and incoming loans of books, recordings, films, and photocopies; personnel data, including the number of budgeted positions by category, current staff complement, and salaries and wages; and financial data, including income, expenditures, and balances.

EQUIPMENT USED

No data processing or computer equipment is used in regard to statistics collecting activities.

DIFFICULTIES ENCOUNTERED

Although no specific problems have arisen with regard to statistical activities, there is concern that data might not be particularly accurate because of the number of different people involved in recording them.

FUTURE PLANS

Since the library is awaiting the appointment of a new Director, no changes are planned. The new Director may institute changes when appointed.

HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS ADMINISTRATION
Baker Library
Soldiers Field Road
Boston MA 02163

INTRODUCTORY NOTE

The Baker Library is one of the largest business school libraries in the country. Its collections number almost 500,000 items, and it currently receives more than 2,300 periodical titles.

INTERVIEWEES

Laurence J. Kipp, Librarian
Ronald L. Weiher, Associate Librarian

REASONS FOR COLLECTION

The Baker Library collects statistics for two overall reasons: for its own internal purposes (and that of the University at large), and for compilation of statistics on the libraries of business schools in the country. With regard to the latter, the Library has been serving informally for some time as a clearinghouse for information on other business school libraries. For University purposes, the Library (as also the other University libraries) must report to the administration. The statistics are collected and recorded largely for reasons of comparison, i.e., to show growth in relation to previous years, and to compare the Baker Library with other libraries. In this regard, salary statistics are used quite highly for comparative reasons. A second internal use of the statistics is for control purposes, i.e., review of finances and of work output.

INFORMATION COLLECTED

The Library regularly collects statistics on acquisitions, cataloging, processing and binding, photocopying, circulation, interlibrary loan, other library usage, reference services, and finances.

Acquisitions data include the number of volumes and pamphlets acquired through purchase, gift, or exchange; the number of microcards and microfilms; and the number of pieces or items added to the Corporation Records and Manuscripts Divisions. Statistics are also kept on the number of orders typed and the number of periodical titles received.

Cataloging statistics include data on new cataloging, either partial or full, recataloging, and additions. These operations are further specified as to whether they concern monographs, serials, pamphlets, or films. Additional cataloging information is recorded for items designated for certain collections, for cataloging arrearages, and for cards filed.

Processing statistics are kept on new monographs, pamphlets, serials, periodicals, and uncataloged items. The number of items sent to commercial sources for binding is also recorded.

Photocopying data include the number of copies made either by Xerox or by Olivetti coin copiers, and the number of prints made by the Microcopy Reader Printer. Statistics are also kept on the number and type of articles photocopied in response to the current contents service the Library provides to the faculty.

Circulation statistics are kept on overnight reserve items, core collection materials, and 4-week and extended loans. Interlibrary loan statistics include data on requests and items both borrowed and loaned by the Baker Library.

Other library usage data include information pertaining to the Kress Library of Business and Economics, which is a special collection; to the Corporation Records Division, which collects materials on companies; and to the Manuscripts Division. Statistics are kept on the number of users or visitors, items used, etc.

Reference services data include the number of questions asked in person or by telephone, and the number of letters received asking for information. Statistics are also kept on faculty users of the current contents service offered by the Library.

Financial data are collected in the areas of budget, income, and expenditures. Data are recorded both for coded items in the regular Library budget, and for other items such as funds from fines and copying machines.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Most statistics are compiled monthly by the respective departments. The Acquisitions Department keeps tallies of monograph and serial orders typed. These orders are further categorized as to whether the items are intended for general use or permanent loan. Data on growth of the collections are derived from the Catalog Department. Two written guidelines specify how counts are to be made: the "Rules for Counting Books in the Harvard University Library" (revision of 6/61), issued by the Director of the University Library, and a "Library Count" statement dated July, 1968, issued by Baker Library.

The Catalog Department records daily tallies on a "Cataloging Statistics" form kept by each appropriate department staff member. Monthly and annual compilations are then made on a "Statistics of the Catalog Dept." form, which indicates the source of acquisition, the type of item, and the pertinent activities, i.e., full or partial cataloging, recataloging, etc. This form also provides for recording cataloging arrearages and card filing.

The Collating and Binding Department records information on an untitled form for items processed by the Library. Other statistics come from data on the commercial binders' invoices. Items are specified as to whether they are core collection, new books on reserve, uncataloged reserve material, or, Aldrich Browsing Room items.

A monthly "Photocopy Statistics" form, produced by the Library's Business Office, indicates the number of copies made for Baker Library, for the Business School, and for non-School purposes. Income derived from the use of the photocopying machines is also specified.

The Circulation Department keeps daily tallies of items loaned from overnight reserve, from the core collection, or on 4-week and extended loan. These tallies are logged on a monthly sheet showing daily counts. Individual request forms are counted and compiled annually on an "Interlibrary Loan Statistics" form. This form records counts for both items borrowed and loaned by the Baker Library, and how the request was filled, i.e., by sending the original, a photocopy, a microform, or other copy. The number of requests sent and received, as well as the total filled and not filled, is also recorded.

The Reference Department makes daily counts of questions asked either by telephone, through the mail, or in person, the latter further identified as to whether the requester is a visitor, student, or faculty or staff member. Questions are categorized as quick reference, 5 minutes or over, and 15 minutes or over.

Financial data are produced both by the University and by the Library's Business Office. Computer printouts on salaries and other expenditures are received monthly from the Comptroller's office. In turn, the Business Office of the Library compiles a series of reports outlining budget versus expenditures for all Library items, for books, for data processing, and for photocopying. Reports are also compiled on Baker Library income from such items as sale of School or Library publications, fines, and privilege (user) cards.

In addition to the statistics kept by the above-named departments, the three special units of the Library--Corporation Records Division, Manuscripts Division, and the Kress Library--keep additional statistics pertinent to their operations on holdings, circulation, reference, use, etc.

HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

REPORTING AND DISSEMINATION ACTIVITIES

Most reports of the various units are forwarded monthly to the Librarian's office, where a loose-leaf "Library Statistics" notebook is maintained and updated. In addition, all departments and units submit an actual report that is both narrative and statistical.

The Baker Library regularly reports its statistics and data to three entities. An annual Statistical Report is submitted to the Director of the Harvard University Library at the close of each school year. This Report is uniform for all Harvard libraries. This same Report is also forwarded to the Dean of the Harvard Business School, together with a chronology of major activities, events, and other information pertinent to the Baker Library. Lastly, the Library reports annually to the American Association of Collegiate Schools of Business (AACSB) as part of the Association's annual request for information on its member schools' libraries.

The statistics submitted on the Statistical Report are partially incorporated into the annual report of the Harvard University Library Director. In addition to miscellaneous data contained in the narrative report, a statistical appendix includes a table for growth and expenditures of the various University libraries. This table lists the present holdings (volumes and pamphlets) and the gross and net increase for the year, and itemizes expenditures for salaries and regular services and wages, casual services and wages, cost of books and periodicals, cost of binding, other costs, and total expenditures.

EQUIPMENT USED

Other than the data processing equipment used by the University Comptroller's office for the printout of monthly expenditure statements, the Baker Library is not involved with the use of any automated equipment for its statistical activities.

DIFFICULTIES ENCOUNTERED

The major problem encountered in the recording of statistics is accounting for library usage. Statistics alone do not adequately indicate expanding use made of the collections. For example, copying machines have affected in various ways the kinds of use made of the Library, but these usages are nowhere reflected in the statistics that are recorded. Also, it is difficult to record room usage of materials on open shelves. For this reason, the Library no longer attempts to keep statistics on this aspect. A prime need in the area of library statistics is good standards of measurement for library usage.

A secondary problem is that of accuracy. This is always difficult, especially in the use area. For example, conscientious efforts are made to record all reference transactions, yet it is all too easy for some staff to forget to record these requests, thus adding to the unreliability of the statistics that are recorded.

FUTURE PLANS

The Baker Library does not have any plans to change its present regular statistical practices. It considers that its various needs for internal use statistics can best be met by spot checking and sampling as warranted. In this regard, it feels that if better sampling measures and uses for libraries could be arrived at, it would be possible to get better comparative figures nationwide.

HARVARD UNIVERSITY LAW SCHOOL
Library
Langdell Hall
Cambridge MA 02138

INTRODUCTORY NOTE

The Harvard University Law School Library is the largest library of its type in the country, with holdings of almost 1.25 million volumes.

INTERVIEWEE

Morris L. Cohen, Librarian and Professor of Law

REASONS FOR COLLECTION

The Library collects statistics and data for two overall reasons: for budgetary support, and for reporting purposes. Cataloging statistics are specifically collected in order to obtain data on staff performance.

INFORMATION COLLECTED

The types of data collected include reading room use, circulation, use of reserve and nonreserve materials, reference inquiries, incoming and outgoing interlibrary loan requests, photocopying, acquisitions, cataloging, binding, and finances. Records are also kept on materials processed and archived in the Manuscripts Division.

Acquisitions data include the number of books added by either purchase, gift, or exchange, and the number of books withdrawn from the collection.

Cataloging data include the number of new titles cataloged; titles reclassified; cataloging of items in either the English language, foreign languages, or non-Roman alphabets; and whether the cataloged items are new books, continuations, or development items, i.e., more than 2 years old. Further categories identify the items as to whether they are concerned with Anglo-American, foreign, or international law.

Financial data include statistics on budget and expenditures. Budgetary and expenditure data are coded and categorized by whether they are for salaries, benefits, equipment, supplies, computer services, telephone and telegraph, postage, travel, etc.

HARVARD UNIVERSITY LAW SCHOOL

In addition to the preceding data, general administrative data are kept, such as a list of exhibits mounted by the Library, the number of distributions made to the faculty of the weekly Current Contents compiled by the Library, and the number of subscriptions to the Library's monthly and annual Bibliography of American Law.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

For the most part, the statistics are not collected in any organized way. Most are compiled monthly and cumulated annually.

Reading room use is recorded by means of a clicker-counter used when persons enter the Library. Other usage data, though not compiled, are available in raw form, e.g., information contained on courtesy cards issued to non-Harvard users.

No record of on-site questions is kept, but reference inquiries received via letter or telephone are logged. Budgetary information is recorded on a University-wide "Budget Form" and is submitted every six months; interlibrary loan data are compiled by means of counting the transaction slips used to request items; and a form is in process of being devised to record cataloging statistics.

REPORTING AND DISSEMINATION ACTIVITIES

A monthly report of expenditures is received from the University Comptroller. This report specifies expenditures debited to certain funds, and for what item of expenditure they were debited.

The Law School Library reports annually to the Director of the Harvard University Library, to the American Bar Association, and to the Association of American Law Schools. This reporting is accomplished by means of standard forms issued by the named bodies and completed by the Library. The report to the University Library Director includes statistics for growth of collections, sources of acquisitions, expenditures, personnel, and use of collections. Some of these statistics are reproduced in the Director's printed annual report. The information requested by the American Bar Association is similar to that reported to the University Director.

EQUIPMENT USED

The Law School Library does not use any data processing or computer equipment for its statistical programs.

DIFFICULTIES ENCOUNTERED

The only reported problem is the reliability of the data, i.e., the source (recordkeeper) from whom the information is obtained.

FUTURE PLANS

The Library plans to regularize reader services statistics by means of a monthly recordkeeping form.

HARVARD UNIVERSITY SCHOOL OF MEDICINE

Francis A. Countway Library of Medicine
10 Shattuck Street
Boston MA 02115

INTRODUCTORY NOTE

The Countway Library is one of the leading medical school libraries in the country. Its holdings total more than 450,000 volumes and 5,400 periodical titles. The Library has been designated a Regional Library Center in the National Library of Medicine network.

INTERVIEWEES

Harold A. Bloomquist, Librarian
Charles Colby, Associate Librarian for Boston Medical Library Services

REASONS FOR COLLECTION

In general, the Library keeps only statistics that are required for either internal management purposes or for reporting purposes. The overriding reason for collecting and maintaining statistics is the Countway's need for accountability to its various governing bodies and funding sources, particularly the federal government. Specifically, photocopying and postage expenditure data are collected for cost accounting purposes.

INFORMATION COLLECTED

The Library regularly collects statistics on acquisitions and discards, personnel, circulation, photocopying, reference services, users, interlibrary loan, physical facilities, and finances.

Acquisitions are categorized by source, e.g., gift, purchase, exchange; and the data include also microform materials. Statistics are also kept on the number of monographs cataloged, serial volumes bound, and volumes discarded.

Personnel data include full-time professional and nonprofessional staff, including hourly employees.

Circulation statistics are kept on books and monographs, but not serials, and interlibrary loan data specify requesting source or institution.

Photocopying statistics are kept on the number of copies made by each machine, as well as the account to be charged.

Reference services data include information on the number of questions asked; whether the inquiries were received by telephone, mail, teletype, or in person; and the affiliation of the requester. A record is also kept of the number of machine searches, e.g., MEDLARS, MEDLINE, conducted by the Library.

User data include the number of persons entering the Library building, as well as the number of borrowers' application cards filled out and courtesy cards issued.

Physical facilities information is recorded for building space used for a particular grant purpose, and a record is also kept of space used for other Library activities, e.g., technical services, administration.

Financial data include budgetary, income, and expenditure statistics; in particular, expenditures for photocopying, and postage and other mailing expenses, such as for interlibrary loan, are monitored.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

For the most part, statistics are recorded by means of tally sheets rather than standard forms. Tally sheets are used to record acquisitions data, information on volumes discarded, and number of monographs cataloged, both by the Cataloging Department and the Rare Book Department. Serials tallies are taken from binding records.

An updated count of full-time professional and nonprofessional staff is maintained, and information on hourly employees is tallied from the weekly time sheets completed for each such employee.

The Reference Department records inquiries on an untitled form. Data items on the form include requester's name and affiliation, the question, whether the request was in person or by telephone, the time it was asked and the time it was needed, the total time it took to complete the answer, what the answer was, and the sources consulted to answer the question. Data from these forms are then compiled monthly and annually. The number of machine searches is recorded monthly. Interlibrary loan figures, obtained from the NLM Regional Service Office in the Library, are also cumulated annually by the Reference Department.

User information is recorded by means of a counter clicker for the number of persons entering the Library building and by means of tallying the application cards or courtesy cards issued. These tallies are compiled monthly and cumulated annually by the Reference Department.

Physical facilities data are updated annually by means of blueprints and plans of the Library building designating the space allocated to specific grant activities or other Library activities.

HARVARD UNIVERSITY SCHOOL OF MEDICINE

Financial data are received via monthly computer printouts from the University. These printouts specify amounts spent for various budget categories or by funds, amounts remaining in the budget, and the personnel committed to these expenditures. Quarterly summaries detail expenditures in relation to the budget. Because the printouts are received late from the University, the Library keeps manual tallies of monthly expenditures. Log entries are made for postage and other mailing expenses. Monthly updated information on income is also recorded in a log.

Photocopying information is taken from the "Copy Service Work Order" form, completed for each photocopy request. From these forms the number of copies as well as the cost of photocopying are computed.

REPORTING AND DISSEMINATION ACTIVITIES

The Library regularly reports to the University Library Director, to the Dean of the Harvard Medical School, to the Head of the Boston Medical Library, to the Joint Library Committee established by the University and the Boston Medical Library, and to the National Library of Medicine. The Countway Library annually submits a University-wide statistical report to the University Library Director. This report includes information on growth of the collections, sources of acquisitions, expenditures, personnel, and use of the collections. The data submitted are reproduced in part, both in the annual Dean's report for the Medical School, and in the annual report of the University Library Director. The Countway reports quarterly to the National Library of Medicine via forms issued by NLM.

EQUIPMENT USED

The Library does not use any data processing or computer equipment for its statistical activities; however, as mentioned, financial data are received via computer printout from the University.

DIFFICULTIES ENCOUNTERED

The major difficulty faced is the availability of staff to complete the various statistical forms or tally sheets. A difficulty in computing statistics lies in the area of photocopying, where there exists no standard national formula for converting Xerox copies into loan copies. The formula devised by the Countway Library, based on various sample counts, makes 8 sheets per copy equivalent to 1 loan.

FUTURE PLANS

The Countway Library has no plans to change its statistical activities.

HENNEPIN COUNTY LAW LIBRARY

Courthouse, Room 318
Minneapolis MN 55015

INTRODUCTORY NOTE

The Hennepin County Law Library was established to serve the members of the Hennepin County Bar Association, including judges, attorneys, and law clerks. The Library is funded out of the fees paid to the court by attorneys for filing various legal actions. The portion of these fees that is earmarked for the Law Library is established by the State Legislature. The Library has approximately 56,000 volumes, and is staffed by three people.

INTERVIEWEE

Lois DeWitt, Library Assistant

REASONS FOR COLLECTION

Data are collected to help facilitate the internal management of the Library. These data are helpful in justifying budget and staff requests, and they provide the Board of Governors with a mechanism for evaluating the Library's performance.

INFORMATION COLLECTED

The general categories in which information are collected are: circulation, reference, processing, and attendance.

Circulation data consist of the total number of volumes circulated; reference data are categorized as reference questions received in person and those received via telephone; processing data consist of the number of books cataloged; and attendance figures record the number of on-site users.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Circulation data are collected by means of a simple tally and are totaled daily. The daily figures are compiled monthly, and daily averages are computed. The reference data are also tallied daily, with totals and averages compiled on a monthly and yearly basis. Attendance figures are recorded every hour on the half hour by a simple head count of the people using the Library. Totals and daily averages are compiled on a monthly and yearly basis for these data.

HENNEPIN COUNTY LAW LIBRARY

These data are recorded on a card which provides space for the hourly attendance counts, total daily attendance, reference, telephone requests, and circulation.

Processing statistics are collected by means of tally sheets for items cataloged, and by 3 x 5 cards prepared for each new accession. These 3 x 5 cards are counted to obtain figures for acquisitions. The processing and acquisitions statistics are compiled on a daily, monthly, and yearly basis.

REPORTING AND DISSEMINATION ACTIVITIES

The Library staff submits the daily, monthly, and annual statistics to the Librarian. The same data collecting card is used for transmitting these data, with a notation on the form for the time period covered. The Librarian prepares an annual report, which is submitted to the Board of Governors, and in this confidential report those statistics which have special significance are reported. Statistics regarding the Library may be reported in other ways, e.g., budget hearings, but there is no standard procedure for reporting the statistics on a regular basis.

EQUIPMENT USED

No data processing or computer equipment is used with regard to the Library's data gathering and statistical program.

DIFFICULTIES ENCOUNTERED

The major problem in the Library's data gathering activities is that the staff is sometimes unable to record data. This situation arises when there is heavy traffic in the Library, and the staff is engaged in providing services for the patrons at the expense of data gathering tasks.

FUTURE PLANS

There are no current plans for changing the data gathering and statistical activities of the Library. In the near future, the Library will be moving into a new government office building. The new building will have a computer center, and the Library may be afforded the services of the center. If this becomes a reality, the Library will re-evaluate its current data gathering and statistical program.

JOHN CRERAR LIBRARY
35 West 33rd Street
Chicago IL 60616

INTRODUCTORY NOTE

The John Crerar Library, established by bequest in 1894, is a free public reference library of science and technology. In addition to its original endowment and subsequent contributions, the Library is maintained by income from reimbursable services and from a contract with the Illinois Institute of Technology, on whose grounds it has been located since 1962. The John Crerar Library sponsors the National Translations Center in association with the National Science Foundation, and serves as the Midwest Regional Medical Library in the National Library of Medicine's Biomedical Communications Network.

INTERVIEWEES

J. Walter Shelton, Assistant Librarian, Technical Services Division
Ammiel Prochovnick, Assistant Librarian, Research Services Division
Herbert Biblo, Assistant Librarian, Reader Services Division
Chester Pletzke, Assistant Librarian, Regional Medical Library Division

REASONS FOR COLLECTION

Data are collected primarily for reporting to contracting agencies and for assessing the quality and efficiency of service provided. The National Translations Center must report to the National Science Foundation, and the Regional Medical Library to the National Library of Medicine, regarding finance and work performed under contract. Statistics concerning the undergraduate Kemper Library, run by the Crerar Library on a contract basis, must be reported to the administration of the Illinois Institute of Technology as well as to the U.S. Office of Education and to various accrediting agencies.

Since the Library is endowed rather than tax-supported, it must have a statistical basis for reviewing its anticipated income and budgeting accordingly. The Research Information Service, a self-supporting unit of the Research Services Division, collects data on personnel time expended for various projects in order to bill users of the Service, and in order to have a basis for cost assessment of long-term jobs. Financial data are necessary for the Service to determine how much money it is making, how much it needs to make, and how much to charge in order to get the money it needs to operate.

JOHN CRERAR LIBRARY

For reasons of evaluating its own performance, the Library keeps records of the nature and quality of public reference service. Photoduplication statistics are kept in order to ensure that the unit's obligations are being met within established time limits. Similarly, interlibrary loan data are recorded as a means of keeping the staff alert to the ongoing nature of the work--requests are less likely to be forgotten if their status must be reported frequently. A record of use of the Crerar Library's resources by individuals and institutions is also compiled in order to solicit contributions for the Library's maintenance.

Circulation statistics, in addition to data about the Kemper Library required by the U.S. Office of Education, state agencies, and accrediting bodies, are recorded in anticipation of requests for information from other sources or for budget justification. It is considered to be easier to record such data on a regular basis than to compile them retrospectively should the need arise.

INFORMATION COLLECTED

Data are collected by the four administrative divisions of the Library: the Technical Services Division, the Research Services Division, the Reader Services Division, and the Regional Medical Library Division. Within the Technical Services Division, the Acquisitions Department records the number of materials acquired by format, and expenditures by subject class. The Catalog Department maintains statistics on items cataloged according to form, and subdivided by class, as well as items processed by contract for the Kemper Library. The Printing and Binding Department reports units bound, lettered, and repaired. Separate financial data as well as records of each transaction are kept by the Photoduplication Service, which is required to complete a transaction or furnish a status report within a ten day period. For federal auditing purposes, the National Translations Center reports units of work completed, including items added and cataloged, and requests received, filled, and unfilled.

Within the Research Services Division, the Science Reference Service records the number of telephone inquiries received. The Research Information Service maintains statistics on income and expenses, time spent on specific projects, and the relative percentage of staff time allocated to general library work and Research Information work.

The Reader Services Division receives separate circulation, reserve, and interlibrary loan data for the Student Reference Service (Kemper Library) and for the departmental Stuart Library. Statistics dealing with use of the Crerar Library are recorded by the General Information and Circulation Department. Data include loans to members and nonmembers, on-site charges, open-shelf use, unfilled requests, overnight circulation of current journals, and interlibrary loan figures.

The Regional Medical Library Division records data concerning interlibrary loan requests filled, unfilled, and referred; the source of interlibrary loan requests; and time elapsed before their final disposition.

MEDLARS search requests received, referred, rejected, and processed are totaled. The Division calculates the percentage of staff time spent on document delivery services, interlibrary loan, management, and MEDLARS activities. The Document Service regularly reports units of work completed.

In addition to data recorded by the Divisions, general administrative data are recorded, including financial statistics for the Library as a whole, personnel and insurance records, and membership figures.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions data and total expenditures for materials are compiled annually by counting filed order forms. Cataloging data, in terms of units of work completed by format and by classification, are tallied by individual staff members, and are compiled annually. Printing and binding data are reported annually. At any time, the number of pieces processed daily is available by consulting a counter attached to the date stamp which marks all items. Photoduplication statistics are tallied as each transaction occurs, and are compiled in weekly and monthly reports of work in progress. Data for the grant-supported National Translations Center are reported monthly to the sponsoring agency.

The only recurring datum recorded by the Science Reference Service, the number of telephone inquiries received, is tallied by staff members on calendar pages. In the past, more detailed studies of reference activity have been performed. A questionnaire survey studied users of the Library, their reasons for using it, and which services they employed. In 1969 and 1971, for a two-month period, a study was made of service requests received in person, by mail, or phone; and whether the request was handled by interlibrary loan, quick reference, or search.

The Research Information Service, operated on a reimbursable basis, requires daily and semimonthly work reports for purposes of billing and cost assessment. The Daily Work Report (Form RIS 6/1156), completed by each staff member, records time elapsed and total hours on each job. The Work Report for the Half Month (Form RIS 5/759) records for each worker total hours spent on specific projects, on general Research Information Service work, and on general library processes, such as cataloging and acquisitions. The percentage of time spent on "billable" assignments is computed, as are percentages devoted to RIS and library general work.

Circulation data are recorded daily on statistical tally slips (F. 102-CR). Data for the Crerar Library include three-week and overnight loan totals for such user categories as faculty, staff, company, and interlibrary loan borrowers. A similar slip is used to tally Kemper Library statistics, including total circulation by user category as well as total reserve circulation, overnight circulation, and use of material within the Library. A monthly record is kept of overnight circulation of current journals, with a column for items charged compared with a column of items returned on a daily basis.

Interlibrary loan data are compiled weekly on a statistics sheet by means of counting filed transaction cards. Weekly data include balance of requests brought forward; requests received, denied, and processed; and disposition of requests in process. For material not delivered, a slip is filled out to indicate that the item is either out on loan, in use elsewhere, or missing. Annually, interlibrary loan data are totaled by the number of items borrowed by each user.

Daily circulation and weekly interlibrary loan data are cumulated monthly and annually on the Circulation Report (F. 102, Rev. 1-72). Data include total personal and organizational member loans; total nonmember loans, including interlibrary loans to companies and to CRL members and loans through the Midwest Regional Medical Library; total in-library charges and open-shelf use; total unfilled requests, including items on loan and items missing; and total items borrowed by interlibrary loan. A similar monthly and annual Circulation Report (F. 102-A, Rev. 1-72) totals loans, reserve loans, and interlibrary loans for the Kemper Library and the departmental Stuart Library. Annual circulation figures are also totaled on a chart by day of the month.

Data from the Regional Medical Library Division are compiled by means of sampling techniques on a monthly, quarterly, and annual schedule, in a format specified by the contractor, the National Library of Medicine. Monthly data from the MEDLARS Center include the number of one-time demand search requests received directly, received by referral, rejected, and referred elsewhere; the total accepted, carried from the past month, and in process; the number of retrievals released; the month's backlog; the time elapsed from receipt to release; the amount of search formulations, indexing, and computer processing accomplished; and personnel utilization in hours. The "Quarterly Statistical Report" includes quarterly and cumulative data on interlibrary loan requests received by mail, telephone, TWX, and other means; the disposition of requests received, e.g., the number accepted, rejected, filled, unfilled, and referred elsewhere; the number of requests received from each region; the time required for filling completed requests, and for clearing unfilled requests; and the number of units handled for the Library's five largest users.

The Library's administration offices keep manual records of finance, membership, and personnel pay and leave. All staff members fill in a daily time sheet accounting for attendance and chargeable interdepartmental transfers of time.

REPORTING AND DISSEMINATION ACTIVITIES

Data are reported to contractors and to the Library's Board of Directors. The National Translations Center reports monthly to the National Science Foundation. Regional Medical Library data are reported monthly, quarterly, and annually to the National Library of Medicine's Office of Extramural Programs via the statistical reports mentioned above. Data involving the Kemper Library are reported to the Illinois Institute of Technology. For example, totals of funds spent and encumbered are reported monthly and quarterly. Kemper circulation data are reported to accreditation agencies and to the U.S. Office of Education. Data concerning the reimbursable activities of the Research Information Service are reported to the Library's Business Office for billing purposes. Any additional reporting is made by the Business Office to the Executive Director of the Library.

Other data from the Technical Services, Research Services, and Reader Services Divisions are reported to the Executive Director, who generally condenses the statistical information and incorporates it into his reports to the Board of Directors. The Board's concern with financial data rather than with service data is reflected in the Library's annual report, which contains information on sources and amount of income, distribution and amount of expenditures, and net assets. In addition to the annual report, the Executive Director presents interim fiscal compilations and oral reports to the Board.

EQUIPMENT USED

Other than for payroll processing, no data processing or computer equipment is used by the Crerar Library in its statistical activities.

DIFFICULTIES ENCOUNTERED

In addition to problems encountered because of human error, and the length of time involved in gathering statistics, the Crerar Library finds that its main problem arises when asked for data that are not collected. The only data regularly collected are those that are essential to the Library's operation; requests for other types of data are answered with estimates.

FUTURE PLANS

No significant changes are currently planned by the Crerar Library. In 1962, its statistical procedures were examined, and unnecessary types were eliminated. Currently, all categories of data serve a useful purpose, and need be changed only in response to special situations.

THE JOINT REFERENCE LIBRARY
1313 East 60th Street
Chicago IL 60637

INTRODUCTORY NOTE

The Joint Reference Library is a special library that collects materials on all phases of local, state, national, and international government and administration. JRL was established primarily to serve the research needs of the ten organizations that have offices in the 1313 Center for Public Administration. Each organization contributes reference materials and financial support to JRL, which has collected 20,000 books, nearly 600 periodical titles, and 65,000 pamphlets. The sponsoring organizations are as follows: American Public Welfare Association; American Public Works Association; American Society of Planning Officials; Building Officials and Code Administrators International, Inc.; Council of State Governments; Federation of Tax Administrators; International Association of Assessing Officers; Municipal Finance Officers Association; Public Administration Service; and Public Personnel Association.

INTERVIEWEE

Joseph Benson, Librarian

REASONS FOR COLLECTION

The primary reason for the collection of data is to determine who uses the Library and how it is used. The statistics also help to convey to higher management the Library's contribution to the Center.

INFORMATION COLLECTED

Data are collected in the general categories of: reference, circulation, processing, and acquisitions.

Reference data include the source of inquiries and whether the inquiry was received by telephone or in person. Attendance in the Library is recorded by the organizational affiliation of the patron.

Circulation statistics are compiled for the number of books, pamphlets, and periodicals circulated to each organization authorized to use the Library. Interlibrary loan statistics are also compiled.

THE JOINT REFERENCE LIBRARY

Under the category of processing, records are maintained regarding journals indexed, the number of indexed articles per journal, and the number of entries per article. The number of orders sent out is also recorded.

With regard to acquisitions, the number of books received and cataloged is recorded.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

The data for the Joint Reference Library are collected daily, and the statistics derived from this data are compiled quarterly. The only formal recording form, the "JRL Daily Statistical Sheet," acts as a collection mechanism for reference, attendance, circulation, and interlibrary loan activity. The sheet records the origin and date of specific reference questions; the rate of library use by each of the sponsoring organizations, by the University of Chicago, and by other libraries; and the circulation of books, pamphlets, and periodicals to the same agencies. Data are recorded on this form by means of tick marks which are totaled at the end of each day. Since there is only one staff member who acts as reference and circulation librarian, the form is always under the control of one person.

Data regarding the materials disseminated by the Library are recorded and maintained by mail clerks in the Library's mailroom. These figures are compiled by manually counting the items and adding them up at the end of each day. The indexing and cataloging activity is recorded daily by the indexer and abstractor.

REPORTING AND DISSEMINATION ACTIVITIES

The librarian prepares quarterly and annual reports which are submitted to the Administrator of the Center for Public Administration. These are narrative reports that include statistics on a selected basis. The librarian selects only those statistics believed to be significant, e.g., those which indicate new trends or help to prove a point.

EQUIPMENT USED

The Joint Reference Library uses no data processing or computer equipment in its data gathering and statistical program. No financial resources are available for experimenting with computer technology, although interest has been expressed.

THE JOINT REFERENCE LIBRARY

DIFFICULTIES ENCOUNTERED

The major difficulty with the statistics currently being generated by the Library is that they are of questionable accuracy. The statistics currently being compiled are used moderately, i.e., only on a selective basis, and therefore little effort has been devoted to the statistical program.

FUTURE PLANS

It is intended to compile statistics on a monthly basis instead of the current quarterly schedule. Data gathering procedures may be modified so that a greater degree of confidence can be placed in the statistics.

KING COUNTY LIBRARY SYSTEM
300 8th Avenue, North
Seattle WA 98109

INTRODUCTORY NOTE

The King County Library System, with holdings of approximately 750,000 volumes, plus 20,000 sound recordings, 547 films, and 2,200 serial subscriptions, serves the unincorporated communities in the county where interested community groups provide buildings to house book collections. The System also serves those incorporated cities and towns which contract with it for service and provide library buildings. It also provides services to institutions within the county.

INTERVIEWEES

Herbert F. Mutschler, Director
(Mrs.) Nanon H. Jones, Deputy Librarian and Head, Public Services Division

REASONS FOR COLLECTION

The statistics collected regularly are used to evaluate the overall quality and quantity of the System's operations and services, and to fulfill annual reporting requirements of the state and federal governments. In addition, spot checks of on-site library activities are taken irregularly in order to measure internal use.

INFORMATION COLLECTED

The following types of statistics are regularly collected: circulation, interlibrary loans, reference transactions, collection holdings, special activities (meetings and programs), and finances. Special statistical consideration is given to services rendered to institutions.

Circulation statistics are recorded for loans made via transaction cards, and for miscellaneous charges, which include all items that circulate without a transaction card. The number of films circulated are also recorded. The institutional libraries' circulation is further specified as to type of material, i.e., books, journals and pamphlets (including photocopies), recordings/talking books, and other materials.

Interlibrary loan figures are recorded for the number of volumes borrowed and loaned. In addition, the institutional libraries specify the types of materials loaned, as well as the source of materials borrowed (main library or "other").

Reference statistics consist of the number of transactions, i.e., the number of questions answered.

Statistics on library materials or resources include the number of adult and juvenile fiction and nonfiction volumes and titles added, the number of volumes withdrawn, additions and withdrawals of sound recordings and films, and the number of newspaper and periodical subscriptions.

Special activities statistics include children's services (number of story hours and group visits), adult services (number of meetings and group visits), and film services (number of attendees and number of films circulated).

Financial data are recorded for income and other receipts, including basic and intergovernmental revenues and charges for such services as contract fees; and for expenditures, categorized as for administrative support, public service, organization of materials, and buildings and grounds. Within each category are such further breakdowns as salaries and wages, benefits, supplies, etc.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

A "Circulation & Activities Report" form is completed by each branch (community) of the System and forwarded monthly to headquarters. This report specifies each week's circulation transactions, and totals the month's special activities.

Interlibrary loan and reference statistics are tallied as they occur and compiled monthly. Collection acquisitions and processing, including cataloging, are also recorded as they occur.

Income and expenditure data are recorded and processed on a current basis and reported monthly via standard accounting and machine procedures performed by the System's bookkeeping group.

Institutional library services are reported monthly via a "Service Activities Report" form issued by the State Library. This form provides for statistical counts of such items as circulation, reference, interlibrary loans, and meetings and talks, as well as for a narrative report of special activities.

All statistics, including those for the institutions, are cumulated annually.

KING COUNTY LIBRARY SYSTEM

REPORTING AND DISSEMINATION ACTIVITIES

The library statistics collected are distributed, in offset, to every library in the System, monthly and annually. The statistics are specified by branch or community. The annual reports to the Washington State Library and the U.S. Office of Education are delivered via forms supplied by these agencies for completion.

EQUIPMENT USED

The System uses an IBM 407 accounting machine for routine accounting and simple tabulation procedures. It is investigating, however, special-purpose computers, for the reason that it is trying to eliminate the use of IBM cards, which are cumbersome to file, handle, etc.

DIFFICULTIES ENCOUNTERED

The main problems encountered in the System's statistics and data programs relate to timeliness, completeness, and compatibility. It is difficult to ensure overall standard System collection procedures with regard to time frames and the information being collected.

FUTURE PLANS

The System is developing new forms for statistics and data on institutional services. In addition, a study is under way to identify "Library Indicators"--significant statistics or data which could materially guide the System's programs and activities, but which are not now being collected. An example of such an indicator would be on-site use of a library.

LAWSONVILLE AVENUE SCHOOL
Library
P.O. Box 1200
Reidsville NC 27320

INTRODUCTORY NOTE

The Lawsonville Avenue School, an elementary school for kindergarten through fifth grade, has an enrollment of 544 students and is part of the Reidsville city school system. Its library was selected as a demonstration library for the Southern Association of Colleges and Schools.

INTERVIEWEE

Miss Robbins, Media Specialist

REASONS FOR COLLECTION

The primary reason for the collection of information is to comply with city, state, and federal reporting requirements.

INFORMATION COLLECTED

The general categories in which information is collected are: acquisitions, circulation, and finance.

The specific items for which acquisitions data are collected include: books, supplementary texts, student and professional magazines, newspapers, microforms, and audiovisual materials and equipment (earphones, record players, tape recorders, etc.), electronic stations (information storage and retrieval system, teaching machines, computer terminals, etc.), maintenance equipment (film splicers, tape splicers, etc.), production equipment (cameras, copy machines, paper cutters, etc.), and microfilm equipment (microfilm readers and microfilm reader printers).

The specific categories in which circulation records are maintained are: filmstrips, phonograph records, books, picture file, and kits.

Financial data are collected for expenditures in the following categories: audiovisual materials, books, supplementary texts, periodicals and other printed materials, commercial rebinding, supplies for processing, and supplies for AV production. These expenditures are further delineated by source of funds, i.e., local, state, and federal.

LAWSONVILLE AVENUE SCHOOL

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions data are collected at the time the material is ordered, and statistics are compiled at the end of the school year. Acquisitions are recorded on two separate forms: the Reidsville city schools purchase order form and the "Library Book Order Form Continuation Sheet." The latter form is a cumulative record of all items ordered, and the purchase order is an individual record of each item ordered.

Circulation data are collected daily and compiled monthly. The mechanism used for the collection of circulation data is a standard circulation record book published by Gaylord.

Financial data are recorded on the purchase order form. A notation is made on each form indicating the source of the funds, i.e., local, state, or federal, used to purchase each item.

REPORTING AND DISSEMINATION ACTIVITIES

At the end of the school year, the Media Specialist prepares the "Instructional Media Inventory System" report form and submits it to the State Department of Public Instruction via the school principal and the Reidsville city school system. The report includes acquisitions of the above media and equipment recorded by: number previously on hand, number added this year, number withdrawn this year, and total on hand. The report also includes the aforementioned expenditure data, and the totals spent from each source of funds.

EQUIPMENT USED

The Lawsonville Avenue School uses no data processing or computer equipment in its data collection and statistical program.

DIFFICULTIES ENCOUNTERED

No specific difficulties in data collecting or processing were identified.

FUTURE PLANS

The Media Specialist intends to keep the circulation records by subject class in the near future, in order to plan new acquisitions.

LEXINGTON MIDDLE SCHOOL
Library
Lexington NC 27292

INTRODUCTORY NOTE

The Lexington Middle School is part of the Lexington city school system. The institution has an enrollment of 850 students and the program presented is for eighth and ninth grades only.

INTERVIEWEE

(Mrs.) Jo Browder, Media Coordinator

REASONS FOR COLLECTION

The primary reason for the collection of information is to comply with city, state, and federal reporting requirements.

INFORMATION COLLECTED

Information is collected in the general categories of acquisitions and finances. The specific items for which acquisitions data are collected include: books, supplementary texts, student and professional magazines, newspapers, microforms, audiovisual materials and equipment, electronic stations (information storage and retrieval system, teaching machines, computer terminals, etc.), maintenance equipment (film splicers, tape splicers, etc.), production equipment (cameras, copy machines, paper cutters, etc.), and microfilm equipment (microfilm readers and microfilm reader printers).

Data are collected for expenditures in the following categories: audiovisual materials, books, supplementary texts, periodicals and other printed materials, commercial rebinding, supplies for processing, and supplies for AV production. These expenditures are further delineated by source of funds, i.e., local, state, and federal.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions data are collected at the time the material is ordered, and statistics are compiled at the end of the school year Acquisitions are recorded on Lexington city school system purchase order forms and manually tallied.

LEXINGTON MIDDLE SCHOOL

Financial data are recorded on the same school system purchase order forms with notations on each form indicating the source of the funds expended, i.e., local, state, or federal.

REPORTING AND DISSEMINATION ACTIVITIES

At the end of the school year, the Media Coordinator completes the "Instructional Media Inventory System" report form and submits it to the State Department of Public Instruction via the school principal. The report includes acquisition information for the aforementioned items, inventoried according to the following categories: number previously on hand, number added this year, number withdrawn this year, and total on hand. The report also includes the expenditure data described above, and the total expended from each source of funds.

EQUIPMENT USED

The Lexington Middle School uses no data processing or computer equipment in its data collection and statistical program.

DIFFICULTIES ENCOUNTERED

The only difficulty identified is that the time required for information collection and compilation of statistics is time that would normally be spent in service to the students.

FUTURE PLANS

The Library has no plans for changing the current data gathering activities. Any such changes would be initiated by higher levels of school administration.

MACALESTER COLLEGE

Weyerhaeuser Library
1600 Grand Avenue
St. Paul MN 55101

INTRODUCTORY NOTE

Macalester college is a private, coeducational, four-year liberal arts college under the auspices of the United Presbyterian Church. Serving an enrollment of 2,000, the Weyerhaeuser Library contains approximately 220,000 volumes, with strong emphasis in the areas of education, music, and political science.

INTERVIEWEE

Daniel Gore, Director

REASONS FOR COLLECTION

Information on disbursements is collected in order to stay within the budget. Circulation data, in regard to items circulated within major subject classes and the reserve collection, are collected in order to aid in planning acquisitions and to observe the ways in which the collection is used.

INFORMATION COLLECTED

Data are collected in the areas of circulation and interlibrary loan, technical services, finance, personnel, contract progress, and photocopying services.

Circulation data include total periodical and reserve book use; as well as circulation to student and faculty of books, categorized by major subject class, and of such other items as paperbacks, art rentals, and government documents. Interlibrary loan data are categorized by book and serial requests and receipts, totaled by source, as well as outgoing loans.

Technical services statistics are maintained for accessioning; classifying and reclassifying; cataloging; and processing, such as binding, repairing, searching, filing, and card preparation.

Financial data consist of book budget funds cleared and obligated on a weekly and year-to-date basis; personnel data consist of student hours worked, and of the areas in which this time was spent; and contract data consist of statistics pertaining to quantity and cost of items provided through the Richard Abel Co.'s computerized acquisitions program. Photocopying records are kept for the two brands of copiers used by the library, and include copies made, cash payments, and department charges.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

In general, the library's statistics collecting methods are unspecified. The Director requests certain data from the staff, but permits staff members to collect them in whatever ways they wish.

The "Daily Circulation Statistics," compiled weekly, are divided into student and faculty circulation of books, Curriculum Laboratory materials, college catalogs, government documents, records, art rentals, and paperbacks. Since the collection is currently being reclassified from the Dewey Decimal to the Library of Congress system, book circulation is recorded by main classes of both systems. However, because 85% of the collection has been reclassified, the circulating Dewey figures are insignificant. The library's Reserve/Periodical Desk also maintains a "Daily Circulation Record," for hourly totals of reserve books and periodicals charged.

The "Interlibrary Loan Statistics" sheet contains four blocks of weekly data, concerning books and serials requested and received by courier and by source of the loan. Books and serials loaned to other institutions are also recorded.

In the area of technical services, reclassification figures are compiled weekly and reported to the Director via memorandum. Data include number of volumes reclassified, inches of cards filed, and inches of card stock xeroxed. The monthly "Technical Services Report" records information on cataloging and processing. Cataloging figures reported for each cataloger include new titles, reference books, new editions, continuations, added copies, revisions, recordings, microforms, discards, and reclassifications handled. Processing data, for the entire department, consist of the month's accession number span, the number of xerox sets used, extra cards typed, additions or changes, pamphlets bound, books repaired, and books and periodicals bound.

Personnel data consist of hours worked by student help in the areas of processing, searching, card preparation, and filing. A weekly sheet is provided for the students to enter hours worked on major job categories, and, in the case of filing, to enter the quantity of cards filed in inches. On a bi-weekly basis, a work report is made via memorandum, totaling student hours worked during the pay period on processes within the areas of acquisitions and cataloging.

The Acquisitions Department makes a "Weekly Book Budget Report," specifying funds obligated and cleared for the week and the fiscal year to date, for items acquired through the commercial acquisitions contract, the History Chair funds, and other funds, as well as the obligated balance. The "Weekly Abel Report" provides weekly and year-to-date information on the quantity and cost of items to be acquired through the contract, including invoice slips cleared, notices received from the contractor, notices reviewed by the faculty, and rates of final acceptance and rejection.

Photocopying data, maintained for the two brands of machines, are kept on a "Daily Record" for each, tallying the quantity of good and bad copies, cash payments, and department charges.

REPORTING AND DISSEMINATION ACTIVITIES

The Director makes an annual report to the Vice President for Academic Affairs and Provost, as well as an informal weekly report. Statistical information is included in the narrative sections of the annual report, and is tabulated in the areas of operating expenditures, book and periodical expenditures, contract volume and cost, cataloging, circulation and interlibrary loan, and holdings.

Although they are not reported separately, the Annual Report states that "individual reports of the Acquisitions, Cataloging, Circulation, Periodicals and Reserves, and Reference Departments, and of the Curriculum Lab and Olin Science Library are on file and available for inspection in the Library Office. These reports give a more detailed account of certain aspects of the Library's operations."

EQUIPMENT USED

The library does not use any data processing or computer equipment in its statistics gathering activities, although external bookkeeping functions are performed (unsatisfactorily) by computer.

DIFFICULTIES ENCOUNTERED

In line with the unspecified data collection procedures, terms have also remained undefined. Standard definitions of "volume" and "loan" would improve the data gathered.

Although the library feels that it would be useful to know which books are in such great demand that multiple copies would be of value, it does not have the statistical capability to determine this information.

Since Macalester College is considering building a new library facility, the Director would like to have information from other libraries on required seating, since it is felt that the A.L.A. standards are unnecessarily high.

FUTURE PLANS

The library has no definite plans for changing its current statistical activities. However, if a new building is constructed, more data may be required for planning purposes.

MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Library
1320 Fenwick Lane
Silver Spring MD 20907

INTRODUCTORY NOTE

The Maryland National Capital Park and Planning Commission was established by the Maryland State Legislature in 1927 to formulate policy for the design and planning of the Maryland urban area adjacent to the nation's capital. It is a bi-county commission whose policies are carried out at the discretion of Montgomery and Prince Georges County. The Library contains approximately 2,000 books, 10,000 pamphlets, 1,000 Commission archives, and 200 periodicals. The subject orientation of the collection is toward all aspects of urban, regional, and park planning and development.

INTERVIEWEE

Freda Bender, Research Librarian

REASONS FOR COLLECTION

Information is collected for the following reasons: to justify the budget, to identify deficiencies in the collection, to monitor the workload, and to monitor and control expenditures. Certain statistics, such as counts of reference transactions, are compiled in response to requests from higher management.

INFORMATION COLLECTED

The major areas in which information is collected are acquisitions, circulation, and reference. The Library is responsible for ordering all printed matter for the Commission, and maintains records of all material that is acquired by the Library, by a department, or by an individual staff member of the Commission. The records include date of acquisition, description of the item, the cost of the item, and the publication date.

Circulation information collected includes the subject of the item, the date borrowed, and the individual borrower.

Data with regard to reference activity include type of request, i.e., quick reference or research question, and the means of receiving the question. Financial data are maintained by type of material, and by expenditures on a year-to-date basis.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Acquisitions data are initially collected through requisition forms. A copy of the requisition is filed in the Library and a notation of the disposition of the material is recorded on this form, i.e., whether the material will reside in the Library or with a department or individual within the Commission. These data are collected at the time the material is ordered, and statistics are compiled on a periodic basis (usually upon request of higher management or during slack periods in the Library). An inventory is also taken periodically but no more often than once a year. For the purposes of the inventory, all material is recalled to the Library and the number of books, periodicals, and pamphlets in the collection are counted.

Circulation statistics are compiled periodically on a spot check basis. This check is made at least quarterly but there is no definite time at which it is made.

Reference work in the Library is also quantified on a spot check basis. During a representative period of time, i.e., representative of normal traffic and activity in the Library, the number of quick reference questions, research questions, and communications (mail, telephone, or in person) in and out of the Library will be recorded by means of a simple tally. These data are collected over a three-week period, and daily averages are compiled. This count of reference transactions is carried out only on request of higher management or when the Librarian believes that the old statistics are no longer valid.

Financial data are maintained by the assistant librarian. In addition to individual records of items ordered, a running balance of expenditures is kept on a year-to-date basis. No standard form is used in this data collection activity, and the frequency at which the data are updated is not fixed.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian is not required to report to anyone on a regular basis. The statistics regarding Library activities are provided upon request and are maintained in anticipation of such requests, in addition to providing a tool for internal management of the Library.

EQUIPMENT USED

There is no data processing or computer equipment used in the Library's data gathering and statistical program.

DIFFICULTIES ENCOUNTERED

There are no particular difficulties in the data collection and statistical activities of the Library. Although many of the statistics are compiled by spot checking due to staff limitations, it is the Librarian's belief that the statistics are as valid and useful as those that would be generated from an ongoing data collection activity.

FUTURE PLANS

There are two major programs the Librarian hopes to start in the near future. One is to develop the capability of producing a computerized book catalog, and the other is to convert the archives and pamphlet collection to microfilm. Either or both of these programs will probably result in new types of data to be collected and statistics to be compiled.

MEMORIAL SLOAN-KETTERING CANCER CENTER
Lee Coombe Memorial Library
410 East 68th Street
New York NY 10021

INTRODUCTORY NOTE

The Memorial Sloan-Kettering Cancer Center was established in 1960 to coordinate policies of the Sloan-Kettering Institute for Cancer Research and the Memorial Hospital for Cancer and Allied Diseases. The Lee Coombe Memorial Library, located in the Institute's Howard Laboratory, serves the staffs of all three organizations. Established more than 20 years ago, the library now consists of approximately 17,000 volumes and 600 periodical titles.

INTERVIEWEE

Suzetta C. Burrows, Librarian

REASONS FOR COLLECTION

First and foremost, statistics are collected in order to have some idea of what the library is doing and to ascertain how well it is doing. Secondly, various relationships can be established through the use or compilation of statistics; for example, circulation rises as literature searches increase. Statistics are also used for interlibrary loan evaluation. Thus, if it is determined that the library is borrowing a certain title on a fairly constant basis, consideration is given to acquiring this title for the collection. In addition, a record is kept of TWX loans--requests sent versus items received--in order to see how efficient this system is. Both staff circulation and use of the Xerox copier are recorded for reasons of reimbursement by one part of the Sloan-Kettering complex to another. Lastly, although this reason has not had to be used as yet, statistics could very well serve as a basis for budget justification if the need arose.

INFORMATION COLLECTED

The general categories of statistics that are collected are cataloging and processing, serials, interlibrary loan, circulation, shelving, bibliographies prepared, bibliographic searches, photocopying, and finance.

Cataloging data for new books and other books include the number of those classed and cataloged, added or replaced, and recataloged or reclassified. A record is also kept of the volumes and titles withdrawn for one reason or another. Processing statistics include books and journals that are either hard covered, have plastic jackets attached to them, are put in pamphlet binders, or are repaired.

Serial statistics include the number of issues received, and whether they are from paid or gift subscriptions. Counts are also kept on the number of issues sent for binding, volumes withdrawn, and total number of pieces handled.

Interlibrary loan figures are kept on the number of books and journals both borrowed and loaned, as well as to what institutions the items were loaned. Separate statistics are kept on interlibrary loans to the C.P. Rhoads Memorial Library located in the Walker Laboratory at Rye, New York. Since a very substantial number of loans are made to this library, which is also part of the Sloan-Kettering complex, separate statistics serve to prevent misleading totals for interlibrary loan operations. Circulation data include gross number of chargeouts per month as well as data on the number of persons charging materials and borrower affiliation.

Shelving statistics are recorded for the gross number of trucks "shelved" and the number of unbound journal issues shelved.

The library prepares and keeps an up-to-date file of bibliographies on each staff member of the Institute. Use of these bibliographies, which serve as supporting data for grant purposes, promotions, etc., is recorded by tallies of the number of times a particular bibliography was requested, the number of copies requested, and the number of requests received.

Counts of bibliographic searches are maintained for Medline, SUNY (State University of New York), Medlars, and manual searches. Medline Searches are further differentiated by whether they are actual searches or searches for appropriate subject headings only.

Statistics for photocopies made on the Xerox 4000 maintained in the library are recorded for the person making the photocopy, the section to which the person belongs, and the number of pages copied. Although the library has recently acquired a reader printer, because of its present low monthly usage no statistics are yet kept on this piece of equipment.

All financial data are handled by the Center's accounting department. Reports of total expenditures--for payroll, benefits, supplies, and research facilities--are received from this department. The library does, however, keep a ledger record of each purchase order, specified by order number, item of purchase, vendor, and amount.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All statistics except those for interlibrary loan are recorded on daily forms, and monthly compilations are made for all data categories. Cataloging and processing statistics are recorded on a single "Cataloging Statistics" form, and the monthly tabulations appear on two compilations, one for cataloging, the other for processing. A "Serials--Daily Statistics" form is used to record data pertinent to receipt of serials.

Interlibrary loan statistics are recorded as they occur. The data are entered on monthly "Interlibrary Loans" forms, one each for items filled and borrowed. One monthly "Summary of Interlibrary Loans" is then compiled. As mentioned, separate tallies are made for "Walker Lab Loans." In addition, a record is kept of the annual number of TWX loans. This total is arrived at by dividing the number of TWX messages sent by the number of loans received.

Circulation data are taken from the transaction counts recorded automatically by the SYSDAK charging machine which the library uses. Figures are recorded for the first and last days of each month. This charging system, which issues or produces transaction slips for each item borrowed, allows the staff to compile quarterly figures also. Every three months all transaction slips are counted, and statistics are compiled on borrower affiliation and how many times the borrower used the library.

A "Shelving Statistics" form is used to record "trucks" and "unbounds" shelved. The monthly tabulation of these figures also specifies the number of working days and the average number of trucks shelved per day, as well as the time it takes to shelve unbound journal issues (based on a shelving rate of 100 per hour).

Statistics on bibliographic searches and on requests for bibliographies are recorded as they occur. The data are recorded, respectively, on "Bibliographic Searches" and "Requests for Bibliographies" forms.

A "Xerox Copier" form records daily use of the machine. The person using it indicates name, Center affiliation, and the counter start and finish numbers. The library staff then computes the total number of copies (pages).

A "Monthly Budget Report" is received from the Center's accounting department. This computer printout is actually a current and cumulative report of budget allocations and expenditures. It also indicates the variance of expenditures in the budget. A separate "Sectional Detail of 200 Expense" is forwarded together with the Report. This is an itemization of the expenses assigned to code 200, which is the library supplies code. Certain of these expenses, i.e., those for which the library keeps purchase order records, are checked by the library to see that no errors have been forwarded on these printouts from the accounting department.

REPORTING AND DISSEMINATION ACTIVITIES

The only reporting that is done on a regular basis is the submittal of a quarterly "Report of Library Chargeouts" to the Deputy Director of the Institute. This Report specifies the number of persons and occasions on which persons associated with either the Hospital, the Institute, or the Center have charged materials from the library. These statistics are subsequently used by the audit department for reimbursement purposes by the Hospital to the Institute.

The library also prepares an annual report which is forwarded to the Deputy Director. Some of the statistics in this annual report--e.g., book stock, circulation, and interlibrary loans--are incorporated in the larger annual report of the Center.

EQUIPMENT USED

Other than for issuance of the Monthly Budget Report, no data processing or computer equipment is used to process the statistics that are collected. The size of the collection and the amount of use do not justify such automation. It can be noted, however, that statistics are obtainable as a by-product of the staff bibliography system, which is computerized.

DIFFICULTIES ENCOUNTERED

Certain problem areas are present, and it would be helpful if they could be resolved. Reference, for example, is a difficult area. It is time-consuming to record statistics on this area of service, especially since the Librarian serves as the Reference Librarian also. Another area difficult to pin down by adequate statistics is that of library use, which encompasses more than just circulation and interlibrary loan. A final difficulty is that misinterpretation of statistics is quite possible. Thus, for example, someone not familiar with library operations might well misinterpret staff activities and workloads should the bald statistics alone be looked at.

FUTURE PLANS

There are no definite plans for any changes in present statistical activities. However, ways of making the present statistics more meaningful or alive are a possibility. Also, obviously, different statistics would be collected and reported if the Center administration so directed.

METROPOLITAN LIFE INSURANCE COMPANY
General Library
1 Madison Avenue, North Building
New York NY 10010

INTRODUCTORY NOTE

Three major subject areas are covered by this Library: management, insurance, and medicine. In addition, approximately one-seventh of the collection includes recreational or leisure materials for the benefit of Company employees. The Library is also repository for the corporate archives. Holdings approximate 125,000 volumes, 500 periodical titles, and 1700 microfilm reels; other materials are contained in 70 vertical file drawers.

INTERVIEWEE

Mary S. Frazee, Librarian

REASONS FOR COLLECTION

Statistics and data are collected for use as measuring yardsticks, for checks on production and productivity, for accounting to management, and for justifying additional staff and budget. Specifically, a record of photocopier use is kept for billing purposes, and informal records on other services are kept in order to monitor use.

At one time the Library used to collect many more detailed statistics than at present, but several of these were eliminated as a result of the recommendations of an outside management consultant study conducted several years ago.

INFORMATION COLLECTED

Data are collected in the areas of reference services, circulation, finances, technical services, and archival services.

Reference service data include the name and divisional affiliation of the requester, the nature of the inquiry, and the dates of receipt and completion of the inquiry. Included under these services are also such data items as the number of notices distributed concerning pertinent books or magazine articles.

Circulation data are collected for periodicals and books, the latter categorized by whether they are nonfiction or fiction. Records are also kept of uncataloged volumes circulated, insurance and medical reference books circulated, etc. Circulation data also include the number of photocopies made in lieu of lending the actual item, and circulation of items from the archives. Incidental information related to circulation concern overdues, reserves, recalls of items on loan, etc. A tally is also kept of the number of books borrowed from other libraries as well as the departments for which the books were borrowed.

Expenditure data are itemized by type of material or expense, e.g., books, periodicals, bindery expenses, etc., and indication is made of the cost of the item, the date on which the cost was encumbered, and the source or supplier of the material or service.

Technical services statistics include data on acquisitions, categorized by type of material and by subject area, and data on acquisitions that are cataloged, i.e., new titles, titles and volumes added to the collection. Cataloging data are also kept on titles and volumes recataloged. Processing information is recorded for cards filed and refiled, books mended, etc.

Statistics on the company archives include reference service information, circulation, items cataloged, discarded, filed, typed, and attendance, i.e., number of visitors to the archives museum.

An informal record is also kept on use of the microfilm reader printer.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Reference service data are recorded as they occur on an "Information Requested" form (Lib.83-X(1-69)). This form provides for indication of the subject of the inquiry; the purpose of the information requested, e.g., whether for business, personal, or employee education use; and the type of question asked, categorized either as an identification question (0-20 minutes), reference (20-60 minutes), research (1-4 hours), or major research (over 4 hours). The forms are tallied monthly on a "Monthly Report--Reference." This report also includes miscellaneous statistics, such as the number of notices sent out during the month, bibliographies prepared, etc.

Circulation data are recorded daily in a commercially-available ledger. In addition to data on books, statistics are recorded for recalls, overdues, and letters. These data are then compiled on a "Monthly Report of Circulation Department." This report also computes such figures as the average circulation per day, and the largest and smallest daily issues. The report also contains tallies for periodicals checked in, sent to the bindery, routed, Xeroxed, etc.

Expenditures data are recorded as they occur in a notebook, each sheet of which is headed "Material Ok'd for Payment." Separate sheets, all with the same format, are kept for different types of materials, e.g., books, periodicals, bindery, etc. The anticipated cost and the date of encumbrance are recorded on this form. The data are then compiled monthly on another untitled form, which specifies the source of the order.

Technical services statistics are recorded as they occur and compiled monthly on a "Cataloging Department" form. This form provides for data on acquisitions, discards, recataloging, and various other processing operations.

Archival service data are compiled on a monthly "Archives Report."

REPORTING AND DISSEMINATION ACTIVITIES

The Library compiles a monthly "Activities of the Library and Archives" report containing the current and previous months' statistics on books loaned, magazines circulated, questions answered, and acquisitions cataloged. This report is compiled primarily for the Library's own use.

An annual report, which is primarily narrative but which does contain some statistics, is prepared and submitted to the Staff Vice President-Associate Secretary of the Company. The individual monthly reports mentioned previously form the basis for the information contained in this annual report. No other statistical end-products are compiled, although ten-year comparative tabulations on certain data have been prepared on an irregular basis.

EQUIPMENT USED

The Library does not use any data processing or computer equipment for its statistical activities. However, computer printouts on expenditures are received from the comptroller's office.

DIFFICULTIES ENCOUNTERED

At present the Library has no problems with regard to its statistical activities, although at one time the reconciliation of budgetary and cost data was a problem.

FUTURE PLANS

The Library has no immediate plans for changes in its statistical activities. These activities are reviewed regularly, however, to assure that no worthless recordkeeping takes place.

METROPOLITAN MUSEUM OF ART
Thomas J. Watson Library
Fifth Avenue at 82nd Street
New York NY 10028

INTRODUCTORY NOTE

The Metropolitan Museum of Art is the foremost institution of its kind in this country and one of the leading art institutions in the world. The Watson Library is the Museum's main reference and research library (the Museum also contains a costume history library, a photographs and slides library, and a library for children's literature on art). It numbers approximately 185,000 volumes, 1200 periodical titles, and 300 microfilm reels.

INTERVIEWEE

Elizabeth R. Usher, Chief Librarian

REASONS FOR COLLECTION

The primary reason for collecting statistics is for budget justification. Backup statistics are especially useful when new staff members seem to be required. Thus, for example, a comparative record is kept of personnel complements for both the Library and for other departments of the Museum. Statistics are also used in the annual report of the Library, in order to provide interest-type material explaining what the Library does, and in the various talks that are given by the Library staff.

INFORMATION COLLECTED

The general categories of statistics collected are: usage; photocopying; interlibrary loan; acquisitions; cataloging and processing; and finances. Users are identified as either general public, Museum staff members, or registered graduate students. The general public users are primarily members of the Museum. Student users are further identified as to institutional affiliations, and staff users as to their departmental assignments. Use statistics include also the number of books and periodicals circulated to each of the three categories of users.

Photocopying statistics are maintained on use of equipment for the public as well as on staff (Museum personnel) use. Staff use is recorded by department and total copies (pages) made. Statistics are also maintained on the number of photostats made by the Library, although this copying method is not heavily used at present.

METROPOLITAN MUSEUM OF ART

Interlibrary loan statistics include both requests from and loans made to staff and outside sources. The loans are further differentiated as to whether it was a Xerox request originally, or whether a Xerox copy was sent in lieu of the actual item requested.

Acquisitions statistics are recorded by source of acquisition (gift, exchange, purchase), type of acquisition (book, exhibition catalog, pamphlet, continuation), and whether the item is bound or unbound. Additional statistics are kept on the number of book order requests from either staff or other persons; titles and copies ordered and whether such copies are replacement copies; orders completed and second copies received; order slips filed and checked; changes of entries made on order slips; statements received; and the number of slips weeded or pulled from the files. A tally is also kept of the number of "accession" forms typed. These forms are internal, multiple-copy order records.

Cataloging statistics are kept on titles and volumes cataloged, whether Library of Congress cataloging copy is available or not, whether cataloged volumes are added copies or continuations, and whether analytics are made for the continuations. Other processing statistics include the number of new books and periodicals sent for binding, the number of exhibition catalogs processed, and such clerical statistics as typing of cards and labels, filing in either the main catalog or other catalogs, and books plated.

Financial statistics consist primarily of budget allocations and expenditure reports. The budget items are coded according to whether they are for personnel services (regular, per diem, or overtime), or for non-personnel costs. These other costs are categorized as to reference materials, binding materials, office supplies and library equipment, and Xerox expenses. Expenditures are recorded in the same categories as those outlined for the budget, as well as by the fund from which items are acquired, e.g., expenditures for books from the general library fund. Financial statistics also include a record of the money collected from public use of copying equipment, and an account of the amount billed for Xerox copies mailed as interlibrary loan items.

Miscellaneous statistics are recorded for such items as the number of lecture tours provided, and the number of individuals given personal, extended assistance or service. Reference statistics consist only of the number of telephone calls received.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Most of the statistics are kept on a daily basis and compiled monthly by the appropriate staff members. A general "Library Statistics" form records totals for public and staff users, books issued, telephone calls, periodicals used, photostats and Xerox copies made, and readers in the periodical room.

Statistics are cumulated annually, both on a fiscal year and calendar year basis. The fiscal year data are required for general Museum purposes; the calendar year data are kept because the budget is prepared in February and thus calendar year data are helpful in completing the budget request.

User information is entered on register or ledger forms filled out by the users themselves. Two forms are used, one a "front-door" register for the general public, and the other a "Stack Register" for students and staff.

Photocopying data are recorded on a "Use of Xerox Reproduction Equipment" filled in by staff users and a "Xerox or Quick Copy" request form completed by both public users and the Library's photographic service staff. A simple tally of the number of request forms filled in will provide a total for any given date or period.

Acquisition statistics are recorded by the Order Office via an untitled daily work form, an "Acquisition Statistics" form, and the "accession" form typed for each item ordered. Data from all three forms are then compiled on another untitled form, which is tabulated monthly.

Cataloging and processing data are recorded on "Cataloging Statistics" and "Clerical Statistics" slips similar to the "Acquisition Statistics" form mentioned previously. These statistics are then compiled on a "Library Statistics" form which lists all operations and the quantity of operations performed by each staff member.

A "Department Expenditure and Commitment Report" is received quarterly from the Treasurer's office. This report specifies current monthly and year-to-date expenditures and balances. A record of money received from photocopier use is accounted for by a simple tally of the amounts listed on the transmittal slips given to the Treasurer's office.

REPORTING AND DISSEMINATION ACTIVITIES

Most of the statistics that are collected are reported monthly to the Chief Librarian. In turn, these statistics and data are regularly reported to the Museum's Vice Director for Education, usually two times a year; other reporting is done if it is appropriate. Statistics are also submitted to the Museum's Budget Committee once a year, and to the compiler of the Museum's annual report, since part of the Library's annual report is published, or at least data from it appear, in the Museum's annual report. In addition to the Library's annual report, which is on a fiscal year basis, the Library regularly compiles comparative statistics for the current year and previous years in each of the major statistics categories. For example, an 8-year tabulation of book and periodical volumes bound, and total annual cost, has been drawn up.

METROPOLITAN MUSEUM OF ART

EQUIPMENT USED

The Library itself does not use any data processing or computer equipment to process statistics. The only involvement with such equipment comes from the computer printouts forwarded by the Treasurer's office.

DIFFICULTIES ENCOUNTERED

The Library experiences no major problems in particular; it notes, however, that there is occasional staff resistance to recording some of the statistics. This resistance occurs because some of the statistics have a personal tone to them, i.e., they identify individuals and their workload performance.

FUTURE PLANS

At the present time the Library has no plans for changes in its statistical activities. However, as at present, any statistics in the future will be kept only if they are needed.

MICHIGAN DEPARTMENT OF STATE HIGHWAYS
Highway Library
Lansing MI 48904

INTRODUCTORY NOTE

The Highway Library is part of the Information Service Section of the Office Services Division, Bureau of Internal Services. It is a relatively small library staffed by two, a librarian and a library aide. Its clientele are predominantly engineering personnel, and fifty to sixty percent of the activity in this Library is related to document retrieval.

INTERVIEWEE

Norman J. Bunker, Librarian

REASONS FOR COLLECTION

The data collection activities of the Library are undertaken to comply with higher management's reporting requirements. The data collected, in addition to providing higher management with the facility to evaluate performance, also provide the means by which to evaluate the overall activity of the Library.

INFORMATION COLLECTED

The general areas of data collection are: acquisitions, processing, reference service, finances, and Highway Research Information Service (HRIS) transactions.

Acquisitions data collected include not only items directly selected and ordered but also materials received from those divisions within the Highway Department that maintain their own small collections. Materials no longer needed by these divisions are sent to the Library; some are discarded and others are retained.

Data regarding materials processed include documents indexed, books cataloged, and copies of journal articles forwarded to requesters.

Reference service data are divided into two major categories, i.e., quick answers and research questions. The medium by which these requests are transmitted is also recorded. Interlibrary loan activity is also included in this general category of reference services.

Activity regarding the HRIS program is recorded for the number of documents received and scanned according to the Department interest profiles, and the materials requested and received from the program.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All data are collected on a daily basis and compiled monthly. Acquisitions data tallied include both library materials and materials obtained for use within the divisions. These materials are counted by virtue of the procedure which requires that all requisitions for such materials be processed through the Library.

The number of books cataloged is tallied by means of counting the worksheets which are part of the process of preparing catalog cards. The number of items indexed as well as the number of terms assigned are also tallied.

Requests for information are tallied by means of counts kept on the desk calendar located at the library aide's desk, and interlibrary loans are tallied by counting the copies of the loan request forms received during the month.

Data concerning the HRIS program activities are obtained from HRIS as a by-product of its services, and financial data are maintained by keeping a running balance on expenditures as they occur.

REPORTING AND DISSEMINATION ACTIVITIES

Because of the small size of this Library, the internal reporting channels are informal and immediate. The library aide collects and compiles the data and submits them to the librarian for final approval. All data collected, with the exception of financial data, are inserted in a standard monthly report to the Information Service Section.

The Library's "Progress Report" consists of: acquisitions data, such as magazines added, divisional material discarded and added, and items selected, ordered, and received; processing data, such as books cataloged and shelf-ready, bulletins distributed, pages of journal articles forwarded by request, and documentary information retrieval system statistics, including items documented, terms assigned, master sheets typed and proofed, and cards filed; reference service data, including telephone, personal, and other requests requiring quick answer and research responses, as well as interlibrary loan, circulation, and overdue figures; and other data, such as departmental orders for publications, amount of shelving occupied and available, and HRIS documents scanned, requested, and received.

The data regarding expenditures are strictly for Library use and afford the librarian the facility to keep within his allotted budget.

EQUIPMENT USED

The Highway Library has no direct access to any data processing or computer equipment. They do benefit from computer technology indirectly through the HRIS program.

DIFFICULTIES ENCOUNTERED

Although there are no particular problems in collecting data, there is some concern about the interpretation of the statistics. There are no statistics which are a true measure of performance with regard to library services, or which provide a means of determining whether the library is relevant.

FUTURE PLANS

At this time, there are no specific plans for altering the data gathering and statistical practices of the Library. However, the possibility exists that the document retrieval system may be computerized and that the Library may rely more heavily upon microfilm. If either or both of these plans become a reality, additional data would be collected.

MINNESOTA DEPARTMENT OF PUBLIC WELFARE
Central Office Library
Centennial Building
St. Paul MN 55101

INTRODUCTORY NOTE

The Central Office Library is one of fifteen libraries within the Department of Public Welfare. The other fourteen libraries are located at the various institutions that are under the Department of Public Welfare. These institutions are hospitals that serve the mentally ill, alcoholics, and narcotic addicts. Although the Library is under the jurisdiction of the Public Welfare Department, it has certain obligations to the State Board of Education. This is a result of state statutes regarding library development funds administered by the Board of Education.

INTERVIEWEE

William G. McCarthy, Librarian

REASONS FOR COLLECTION

The primary reason for collection of data by the Central Office Library is to comply with state and departmental regulations.

INFORMATION COLLECTED

Information is collected in the general categories of finance, circulation, and library holdings. Financial information includes expenditures for salaries, books and other library materials, equipment, and other operating expenses. Circulation information consists of magazines routed and books circulated. Information regarding the holdings of the Library includes a record for each item in the collection.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Financial data are collected through the Central Accounting Office of the Department of Public Welfare by means of normal requisition procedures and are reported to the Librarian on a monthly basis.

Circulation data are collected by means of simple tallies. Data are collected on a daily basis and compiled monthly.

Information regarding a new item acquired by the Library, including author, title, imprint, and location, is recorded on the "Library Inventory" form and submitted to the Data Processing Section at unspecified intervals of time. The total holdings of the Library are listed on an annual basis.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian submits a monthly and annual report to the Director of Field Services of the Department of Public Welfare. The monthly report is in the form of a memo and contains only those statistics that the Librarian believes to be significant. The annual report of the Central Office Library is combined with those of all the institutional libraries within the Public Welfare Department. Statistics contained in the combined annual report include expenditures by the Central Office Library for books, magazines, and equipment.

The Computer Center provides the Library with a list of its holdings on an annual basis. This computer listing is prepared in two forms: one lists all the items in alphabetical order by author, and the other is a list of all items by title.

In connection with funds received through the Library Services and Construction Act, the Department's libraries submit an annual report to the Library Division of the State Department of Education. This report, the "Certification of Public Library Expenditures" (Code XIII-C-22c), includes expenditures by the Library for salaries and wages, books and other library materials, equipment, and other operating expenses.

EQUIPMENT USED

The Library has no data processing equipment under its direct control, but the Data Processing Section of the Department is responsible for preparation of many of the statistics. Statistics regarding expenditures as well as the annual book inventory are prepared by the Data Processing Section with its IBM 360/40 computer.

DIFFICULTIES ENCOUNTERED

No particular difficulties or problems are reported in the Library's data collection and statistical program.

FUTURE PLANS

Although the plans are not final, the Librarian hopes that in the near future the holdings of all libraries within the state agencies will be identified in a computerized data base. This would be a big step toward cooperation and sharing of resources among all state libraries.

With regard to the receipt of federal funds, the Library will have to provide the federal government with information regarding the types of people served. It is also anticipated that the federal requirements for information will have to be provided on a quarterly rather than an annual basis.

MONTGOMERY BLAIR HIGH SCHOOL
Instructional Media Center
313 Wayne Avenue
Silver Spring MD 20910

INTRODUCTORY NOTE

Montgomery Blair High School is a suburban academic and vocational facility of the Montgomery County Public Schools, with an enrollment of approximately 2,500 students. Its Media Center contains nearly 19,000 print and 4,000 non-print items. Among the Center's incidental responsibilities are management of the school auditorium and store.

INTERVIEWEE

Judith King, Librarian

REASONS FOR COLLECTION

In addition to reports required by the County, data are collected in order to evaluate the Center's operation. Circulation statistics indicate increases in student use of the Center's resources, and identify subject areas that are most popular. These data, combined with loss records, are useful for planning orders and for evaluating the physical set-up of the Center. The planned renovation of the existing library to create a unified library/media center was justified in part by statistics that show the rate of use. The mere process of collecting statistics that are required makes the librarian more aware of library procedures, and necessitates good organization.

INFORMATION COLLECTED

Data are collected in the major areas of use, collection, and finance. Use statistics include circulation of print material, non-print items, and equipment; film use; and classes scheduled to use the Center. Collection data include additions to the collection; losses, withdrawals, and discards; material acquired through special order; items on reserve; and special collections. Financial records include budget, expenditures, and income from lost book replacements and cash gifts. In addition, new furniture and equipment are noted.

MONTGOMERY BLAIR HIGH SCHOOL

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Daily circulation is recorded by counting book cards and cards that accompany equipment and non-book items, such as magazines and vertical file material. Statistics for each medium are then compiled in a standard commercial (Gaylord) circulation record book. Other use of the Center is estimated by records of classes which are assigned to it. No exact count of class attendance is made.

Additions to and withdrawals from the collection according to main Dewey Decimal classes are recorded in a Gaylord "Classified Summary of Additions and Withdrawals" book. Since the Montgomery County Public Schools' Department of Educational Media and Technology provides processing services, the additions record is compiled on the basis of packing slips enclosed in each box of materials received from the Department. Withdrawals and discards are recorded monthly. The collection is inventoried annually in March, then updated in June. The record of materials on reserve is an informal one, used primarily to make sure that items on reserve are returned to the circulating collection periodically.

The Center keeps no accurate monetary records directly. Although allocated a specific budget for print and non-print material by the Department of Educational Media and Technology, the Center depends on the Department for statements of funds remaining. The Center shares the School's budget for expendable instructional materials, with funds allocated by the principal. From this fund, the Center purchases magazine and newspaper subscriptions, with records of expenditures maintained by the School's secretary. Records of funds received from lost book payments and miscellaneous cash gifts are maintained by the school bank, as will any profits eventually realized from the school store.

The Center makes an annual inventory of furniture and equipment, as does the rest of the School. Equipment funds are allotted to the School by a County area office. The Center submits requests for equipment to the principal, who accepts or rejects them, but keeps no record of expenditures.

REPORTING AND DISSEMINATION ACTIVITIES

The Center completes the "Monthly School Media Center Report" (MCPS Form 365-31) for the Department of Educational Media and Technology. Data reported include circulation of various types of media, a list of services and activities, plans for coming events, and a report of assistance needed. Copies of the form are submitted to the principal, to the Supervisor of Field Services, and to the Area Assistant Superintendent.

In addition to an annual narrative report to the principal, the Librarian submits the annual "Media Center Information" form to the principal and the Department of Educational Media and Technology. Data include the number and hours of volunteer staff; expenditures, and the percentage of funds used to purchase print and non-print materials; holdings, additions, losses, and withdrawals by type of media; availability of air conditioning and carpeting; square footage and seating capacity of areas within the Center; number of carrels available; and items of furniture or shelving added. The "Encyclopedia Inventory Report" is also completed annually, listing individual sets available, and copyright date of each.

EQUIPMENT USED

No data processing or computer equipment is used by the Center to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

No problems are involved in current statistics-collecting activities because the Librarian has a reasonable amount of assistance. With four library aides available, data can be collected without neglecting any important aspects of service. In general, it is felt that the quantity and type of data requested do not place undue demands on the Center.

However, although ongoing data present no difficulties, past records were too inaccurate to provide base figures for an exact count of the Center's holdings, and a count of the shelflist had to be made. This inaccuracy is reflected throughout the County. For example, some schools did not count paperbacks as part of their holdings, while other schools did. Also, only recently were non-print materials purchased through library funds. Previously ordered by teachers through separate accounts, many non-print items were never counted as part of the County's instructional media resources.

FUTURE PLANS

The Center has no plans regarding changes in its statistics-collecting activities.

MONTGOMERY COLLEGE
Library
51 Mannakee Street
Rockville MD 20850

INTRODUCTORY NOTE

Montgomery College is a two-year community college under the auspices of Montgomery County in the state of Maryland. The college is coed and has an enrollment of 8,000. The library collection consists mainly of 35,000 volumes and 1,500 recordings. It is a general collection with strong holdings in music and musical scores.

INTERVIEWEE

Edward P. Owens, Library Chairman

REASONS FOR COLLECTION

The primary reason for collecting data and compiling statistics is to justify budget and staff requests. The statistics are also helpful in determining how the collection is being used, and they are necessary for accreditation purposes. Some of the data collected will be used as a basis for designing a computerized circulation system and a computer-generated book catalog.

INFORMATION COLLECTED

The general categories of data collected are reader services, technical services, and finances. Reader services statistics include books and phonograph records circulated to faculty and students, microfilm and vertical file materials circulated, materials put on reserve, and overdue notices sent.

Technical services statistics include data on acquisition of new books, and data on processing activities, including new books and records processed, catalog cards typed and filed, material sent for binding, card sets collated, and material on permanent loan.

Financial data are maintained on expenditures only.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Circulation statistics are recorded manually on a "Daily Circulation Breakdown" form and compiled monthly. Book statistics are tallied according to classification. Overdue notices, sent on a daily basis, are tallied manually by the staff manning the circulation desk.

A monthly "New Books Added" form is used to record acquisition data. The form is divided into a series of boxes, each representing a subject class. Three numbers are recorded in each box: the number of items acquired during the month being recorded, the previous year-to-date total, and the revised year-to-date figure for that class. Acquisitions data are recorded manually and reported on a fiscal year basis. Supplementing these data are statistics compiled on items lost. The losses are calculated on a yearly basis by subtracting the figures obtained in an annual inventory from those figures that appear on the last monthly report of that year for acquisitions. A monthly "Reader Services Statistics" report is then compiled by the staff member in charge of these services.

Financial data are recorded through the normal procurement procedures at the College. Purchase orders are submitted through the accounting department, which in turn creates and maintains machineable data records. Weekly reports of expenditures are forwarded to the library by the accounting department.

Technical services statistics are compiled on a "Production Report-Book Processing" form.

REPORTING AND DISSEMINATION ACTIVITIES

The librarian presents two formal reports a year, a semiannual report and an annual report, to the Director of Educational Resources. These are confidential, narrative reports in which only important or significant statistics are included. At the librarian's discretion, other statistics may be disseminated on an informal basis at the regular library staff meeting.

EQUIPMENT USED

Currently, no data processing or computer equipment is used by the library. The data processing equipment used to generate financial reports is under the control of the accounting department.

DIFFICULTIES ENCOUNTERED

Problems relate more to the statistics not being collected than those that are being collected. One such area involves use of the reference collection, but there is no easily obtainable statistic that could convey this information. There is also difficulty in obtaining meaningful attendance figures because of the uncertainty of purpose of those who enter the library. In the past, attempts to obtain information by means of surveying the library users resulted in responses that were very questionable.

FUTURE PLANS

In the near future the library hopes to have some form of automated circulation. Acquisition data will also be a part of an automated system that will provide book catalogs as a by-product.

MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC LIBRARIES
99 South Perry Street
Rockville MD 20850

INTRODUCTORY NOTE

The Department of Public Libraries, consisting of 3 regional libraries, 13 community libraries, and 2 bookmobiles, has the highest per capita circulation rate among large public library systems in the country. Its resources include some 900,000 books and 24,000 phonorecords. The Department is an autonomous unit of the county government, and the system is consolidated, as are all the county library systems in Maryland.

INTERVIEWEE

Norman Finkler, Director

REASONS FOR COLLECTION

In addition to meeting legal requirements, data are collected primarily for justifying funds and personnel, and for budget allocation. For instance, as an indication of use, falling circulation figures from one branch could be used to justify transferring personnel to a branch with increased circulation. An overall increase in circulation could be used to increase the number of personnel in the system as a whole.

Because the County operates on a six-year plan, past budget and construction data are used to project future needs.

In the case of the Department's Film Service, separate circulation records have been used to justify a substantial budget increase, to meet the evident demand for films. These statistics are also collected to support the County's participation in various cooperative film programs, such as that sponsored by the Enoch Pratt Free Library, and the Washington Suburban Area Film Service. Enoch Pratt, for instance, has instituted a "quota system," for which the Department needs to provide use statistics.

Statistics are also used for internal recordkeeping. For example, the inclusive transaction numbers on each reel of filmed circulation records are used for locating particular transactions in order to produce overdue notices. The informally submitted record of lost or missing titles is used to update the book catalog.

MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC LIBRARIES

INFORMATION COLLECTED

The Department's pragmatic attitude toward library statistics causes it to collect data regularly only on the basic topics of circulation, collection size, budget, and construction. Each branch, however, annually inventories its equipment and other County property.

Circulation statistics are tabulated for overall use, and for circulation and audience size of 16 mm films. No distinction is made between adult and juvenile circulation, although a "spot check" might be undertaken in order to compile figures for a specific purpose, e.g., justifying a larger children's book budget.

Statistics on the collections include data on adult and juvenile books, fiction and nonfiction books, phonorecords and paperbacks.

Financial data are collected for past and anticipated operating expenditures, including activity budget, activity data, personnel complement by activity, and category expenses summary for each division of the Department. Facilities construction data are closely related to operating expense data, since both budgets fall under the County's six-year plan. Capital improvements data include construction expenditure schedules for planning, land, construction, and furniture and fixtures.

Although no processing statistics are officially recorded, since the Processing Section is run on a mass production basis, the staff members nevertheless tally the number of items that they handle, in an ongoing office rivalry. In this instance, statistics have increased rather than impeded work performance.

On an irregular basis, other types of data are collected in order to derive a statistical yardstick for future calculations. For instance, a survey of reference questions produced a formula of one reference question for every ten books circulated. This formula eliminates the necessity for an exact count of reference transactions.

The Department is satisfied with such data, which are indicative rather than precise, because its policy is to question the reason for any statistics-gathering activity. If the Department receives no specific benefits from a particular type of data, it is not collected, regardless of requests from outside agencies for such figures.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

The "Circulation Record" (F #10) kept by each branch provides a daily record of filmed transaction numbers, hand charges, and date due. The resulting daily circulation figures are totalled monthly and reported to the Department on the "Monthly Circulation Report," along with appropriate remarks. For each branch, the Department's business office maintains a "Record of Books Borrowed" (Gaylord Bros., Inc., no. 134) on a fiscal year basis. The Department's Film Service keeps separate records of 16 mm film use by means of a form accompanying each film, which requests information on the size of the audience for each showing.

Collection size is recorded on both a fiscal year and a calendar year basis. Although records of the system's holdings are kept by the Department's administrative offices, each branch performs inventory work, e.g., attrition of volumes, which is informally reported to the Preparations Section of the Department.

Operating budget and capital improvements data, compiled for the current fiscal years and projected for the next six years, are reviewed and re-evaluated annually. The annual "Budget and Manpower Summary and Distribution by Activity" records for each division of the Department comparative actual budgets for two preceding years, the current budget, the recommended budget for the coming fiscal year, and the approved budget for the coming fiscal year. Budget figures are broken down by activity, complement by activity, and category expense summary. The form also records projected expenditure and man year totals for the coming six years, as well as activity data for the same period. Each division's budget is preceded by a narrative report of responsibilities and relationships; a description of its place in the six-year program; and an analysis by program for the coming fiscal year.

Annual recommended capital improvements are detailed on "Project Description Forms" which, for each project, request scheduled expenditures, both actual, currently estimated, and predicted for the coming six years and beyond. Cost elements include planning, land, construction, furniture and fixtures, and estimated funding. Information on the annual operating fund impact is requested for staff and facility costs, such as maintenance and debt service, less offsetting revenue. The inflationary economic spiral in relation to the six-year plan is accounted for under appropriation and expenditure information, which notes the date in which the project first entered the capital program, the date of the first appropriation, the initial cost estimate, and the present cost estimate. A narrative description and justification report is included, as are coordination information and a map of the project.

REPORTING AND DISSEMINATION ACTIVITIES

In addition to the required annual report to the State's Division of Library Services, the Director makes a monthly statistical report to the Chief Administrative Officer of the Montgomery County government. A monthly report is also made to the 9-member County Library Board, which makes recommendations concerning the library system to the County Executive.

Statistics are distributed among the branches via the system's monthly newsletter, The Open Book, which is also distributed to Library Board members, County Council members, the County Executive, and branch library council members.

The monthly "Circulation Report" compares the current month's circulation for each branch with the same month's total for the past year, and compares the current fiscal year's cumulation with the past fiscal year.

The "Annual Book Stock Report" lists totals for both the Department as a whole and for each branch, of additions and withdrawals of various types of materials. Data also include the number of books processed for other County agencies.

Operating expenditures are reported on the annual "Budget and Manpower Summary and Distribution by Activity" discussed above. The "Project Description Forms" are combined with those of other County departments in the Recommended Capital Improvements Program issued annually for the forthcoming six fiscal years.

EQUIPMENT USED

Data processing services are provided by the County government, and are used in regard to the Department of Public Libraries only for personnel and financial actions and transactions. The Department's business office manually corrects and updates data provided on printouts.

DIFFICULTIES ENCOUNTERED

The only problem reported in regard to the actual collection of statistics is that reports of overdue material rarely coincide with the amount of fines collected.

On the other hand, difficulties have arisen in the application of library statistics by the County government. The number of processing personnel positions was related to the number of books per capita added to the collection. However, a cut in the book budget not only limited collection growth, but led to suggestions that the Department cut its existing personnel complement proportionally.

FUTURE PLANS

The Department has no plans regarding changes in its library statistics activities.

MUNICIPAL REFERENCE AND RESEARCH CENTER
2230 Municipal Building
New York NY 10007

INTRODUCTORY NOTE

Formerly the Municipal Reference Library within the New York Public Library, the Municipal Reference and Research Center was established in 1968 as an independent unit of the New York City government. It serves the City government by providing research materials and reference services concerning the City, its government, administration, and history. Composed of a general reference and research unit, the Public Health Reference and Research unit, and the Councilmanic Library serving the legislative reference needs of the City Council, the Center has resources of approximately 250,000 volumes.

INTERVIEWEE

Eugene J. Bockman, Director

REASONS FOR COLLECTION

Data are collected in order to fulfill the City's Bureau of the Budget requirements, to serve as partial indicators of the Center's workload, and to provide a profile of the Center's patrons and inquiries.

INFORMATION COLLECTED

Data are collected concerning personnel, publication activities and publications distribution, reference work, circulation, finance, processing, and photocopying.

Personnel statistics include hours worked, vacation and sick leave taken, and hours spent on the preparation of the Center's periodic bulletin. Records are kept of the total number of bulletins issued, and the number of items included in each. Other publications data include City publications received and disseminated by sale or distribution, e.g., departmental reports and the Mayor's report. Reference requests received by mail, telephone, and in person are totalled for the Center, the Public Health unit, and the Councilmanic unit. Registration figures for the Center consist of the number of users totalled according to the agency with which they are associated. Financial data consist of accounts kept in ledger form. Other statistics include the number of items acquired and processed, the number of items circulated, and the number of photocopies made by various agencies. No statistics are compiled for interlibrary loan; the Center is almost self-sufficient in its resources, and therefore does very little borrowing.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Personnel and processing statistics are recorded by "divisional" employees on tally sheets, and are compiled quarterly. The Book Order Librarian is responsible for maintaining the accounting ledger. Reference requests are logged on a sheet recording the name of the inquirer, the inquirer's address or agency, the question, and the answer. Each transaction is coded either by source of inquiry (telephone, mail, or in person) or by type of resource material received (microfilm, duplicated material, or borrowed material). Registration statistics are compiled annually on the basis of employee cards. For each loan transaction, a card is filled out by the borrower identifying his agency, home and office address, and the authorizing Center employee. Photocopy records are kept on a similar form, identifying the official agency making the request, the document and number of pages to be copied, and the authorizing personnel. Data on receipt and distribution of city publications are compiled quarterly.

REPORTING AND DISSEMINATION ACTIVITIES

The Center reports quarterly to the City's Bureau of the Budget within the Office of the Mayor, via the fiscal officer of the Municipal Services Administration. Municipal Reference and Research Center data appear on a BOB "Departmental Quarterly Performance Report" printout, listing man-days budgeted for administration, bulletin preparation, issues of the bulletin and items appearing in it, items acquired and processed by the general unit, reference requests serviced, items circulated, activities of the Public Health and Councilmanic units, and items received, distributed and/or sold by the City Publication, Distribution and Sales unit.

Activities of the Center are submitted to the Mayor via the annual report of the Municipal Service Administration and are published in narrative form as part of the Mayor's Annual Report to the City Council and people of the City of New York.

EQUIPMENT USED

Other than that used by the Bureau of the Budget in preparing the payroll and departmental performance estimate, no data processing or computer equipment is used to process the statistics that are collected.

MUNICIPAL REFERENCE AND RESEARCH CENTER

DIFFICULTIES ENCOUNTERED

Problems in statistics gathering arise when people fail to report when they should or what they should. In general, it is felt that the types of statistics gathered do not satisfy either the Bureau of the Budget's needs or those of the Center itself.

FUTURE PLANS

The Center will collect whatever data are required of it by the Bureau of the Budget. The primary area of interest at this time is the "question log," detailing recipients of reference services and areas of interest.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GODDARD SPACE FLIGHT CENTER
Library
Greenbelt MD 20771

INTRODUCTORY NOTE

The primary mission of the Goddard Library is to serve the information needs of the scientists, engineers, and administrators of the Goddard Space Flight Center. The Library is not open to the public but is available to research workers by special permission. The Library contains approximately 57,000 books, 33,000 bound serials, and 18,000 reports. The collection has special emphasis in the fields of astronomy, mathematics, physics, electronics, and space sciences.

INTERVIEWEE

Adelaide A. DelFrate, Librarian

REASONS FOR COLLECTION

The Goddard Library has a very comprehensive statistical and data gathering program. Each item of data collected has a purpose, but the general reason for data collection is to provide the Librarian with information necessary to manage and control the Library effectively. The data collected help to achieve this goal in various ways. For example: the selection of new material for the Library is carried out with the knowledge of the users' needs; the program for public dissemination of documents is justifiable on the basis of statistics; how the Library is being used is ascertainable by the data collected; the performance of outside contractors can be monitored by means of the data; and funds are expended with knowledge of current and projected effects on the Library's budget.

INFORMATION COLLECTED

The general categories of information collected are finances, library use, interlibrary loans, staff activities, and contractor performance.

Financial data are collected in two general categories: expenditures by the Library for internal operations, and expenditures by outside contracts. The contract dollars are further identified in the following categories: funds allocated, funds obligated, funds committed, and funds invoiced by contractor. The Library's internal expenditures are categorized by funds allocated, funds committed, and balance remaining. Projections on expenditures are also compiled.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GODDARD SPACE FLIGHT CENTER

Data regarding the use of the Library include requests by users, library products used and the frequency of use, circulation, reference, and use of the RECON system (a computerized information retrieval system).

Interlibrary loans to other libraries as well as loans received from other libraries are recorded. The number of books borrowed, the number of journals borrowed, and the backlog in each category are maintained.

Statistics regarding staff activities include the number of requests completed by each staff member, and the total number of documents, journals, specifications, and books processed in the Library. For each unfilled request, the staff member must state the reasons for not being able to satisfy the request.

Data are collected regarding contractor performance in an attempt to monitor both the quality and quantity of work completed by the contractor. These data include the number and type of books, maps, and journals the contractor has been requested to procure for the Library. The cost of these items and the elapsed time from request to delivery of the material are recorded. The cataloging performed by the contractor is evaluated on the basis of the percentage returned for error correction and whether the contractor has used Library of Congress cataloging or original cataloging.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Financial data are collected and recorded by the division secretary for both contractor costs and internal expenditures. The data are collected as they occur and the statistics are updated on a monthly basis.

Use of the Library can be ascertained by means of a Kardex file of users. Each user has a card upon which is posted each request made by that user. The requests are initiated through the "Goddard Library Request Form," and a number is assigned to each. The form (GSFC 25-2(11/66)) gives bibliographic data for each item requested, and indicates whether the requester wishes to receive the item on loan, recommends purchasing the item for addition to the Library, or requests that the item be purchased for indefinite loan. The request number is then posted to the Kardex file, and a notation is made when the request is completed. A dot indicates that the request was successfully completed and a circle indicates that it was not. From these data, a user profile can be prepared, showing the extent of each user's library activity during a period of time.

Circulation statistics are compiled manually by staff members at the circulation desk. Circulation statistics are reported to the Librarian on a monthly basis. Reference questions are also recorded on standard forms that are counted on a monthly basis.

Interlibrary loan activity is monitored by means of the standard interlibrary loan forms. Statistics are compiled on a monthly basis for borrowing and lending both books and journals. Backlog statistics are also compiled for interlibrary loan activity.

Contractor performance data are collected by both the Library and the contractor. Monthly reports are submitted by the contractor indicating the work performed as well as the work requested. The Library records its request to the contractor by means of a standard request form, copies of which are filed in the Library. Upon completion of the request, the date of completion is posted on the Library copy of the form. Bibliographic data submitted by the contractor that is to become part of the automated retrieval system undergo editorial checks by the computer, and items not meeting specifications are rejected. It is through this means that error percentages are calculated.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian submits to the head of the Division of Technical Information a progress sheet of Library activities on a quarterly basis. The statistics included in these progress sheets are presented on a quarterly and year-to-date basis. The last quarter becomes the annual report of the Librarian. The statistics regularly reported are presented in a slightly different way for the annual report. Instead of quarterly and year-to-date figures in the annual report, the statistics are compared with prior fiscal year totals.

The statistics reported on a regular basis are categorized under nine headings: acquisitions, circulation, documents, interlibrary loan, journals, reference, SCAN system, translations, and volumes bound. These statistics are presented in a tabular form and constitute only a small portion of the reports submitted. The majority of the reports submitted are in a narrative format, and subject matter varies depending upon the current problems and programs that exist in the Library.

EQUIPMENT USED

The bibliographic work executed by outside contracts are delivered, in part, in machinable form. The contractor uses an IBM 360/30 computer to process this bibliographic work. Statistics generated with regard to the Library's automated information retrieval system, RECON, are prepared by means of an IBM 360/40 computer.

DIFFICULTIES ENCOUNTERED

Difficulties are not related to the mechanics of collecting data and compiling statistics, but rather to how statistics are used. All the statistics presented to higher management have no base reference point; there is no standard against which these statistics can be compared. There are also problems of definition within the Library, e.g., there is no clear definition of what constitutes a "search" in the RECON system.

One problem that is related to compatibility of statistics is the fact that the computer treats each physical holding as a separate entity. This results in statistics that are not compatible with the ALA recommendations.

FUTURE PLANS

There are no firm plans for altering the data gathering and statistical program, but there is a constant search for more vivid ways to show the Library's total activity in the framework of demands placed on it. The Goddard Library would also like to know what statistics are being maintained by other libraries similar to it.

Some form of automated circulation control in the near future is also a desired objective.

NATIONAL AGRICULTURAL LIBRARY
Beltsville MD 20705

INTRODUCTORY NOTE

The objective of the National Agricultural Library is to acquire and permanently retain at least one copy of all publications in the field of agriculture. Its collection of 1.3 million volumes and the products and services of its staff are available to U.S. Department of Agriculture personnel, to land grant colleges and universities, and, within available resources, to the general public. The Library is under the direction of the U.S. Department of Agriculture.

INTERVIEWEES

Samuel Waters, Deputy Director, Resources Development
Jeanne Holmes, Chief, Analysis Division
Ruby Fox, Head, Cataloging Section
Lida Allen, Head, Lending Section

REASONS FOR COLLECTION

The primary reason for collection is to provide tools for supervisors in various sections to monitor and control production within their sections. The data collected also provide a means for new employees at higher managerial levels to view the magnitude of work being carried on in the Library. On a selective basis the Director of the Library also uses the data in his report at budget hearings.

INFORMATION COLLECTED

The majority of data collected are related to the various processing activities within the Library. The general categories for which data are collected include acquisitions, library services, personnel, and finances.

Acquisitions data are maintained on material acquired through exchanges and purchases, and on serials. The accessioning of material is an area in which much data is collected. The number of items processed as well as the time required for processing are recorded at various stages. The processing stages identified are items received, items cataloged, journal articles prepared for computer input, and computer records reviewed.

NATIONAL AGRICULTURAL LIBRARY

In addition to the aforementioned processing statistics, there has been an attempt to compile throughput statistics in selected areas of processing. These include processing time from receipt of monographs to delivery on shelves, time elapsed from order of material to receipt at NAL (divided into two categories: foreign and domestic), time elapsed from receipt of a serial in the mailroom to routing to staff, and the number of items contained on the monthly computer tape for the Bibliography of Agriculture.

Library services data are recorded by type of activity as well as the location at which the activity occurs. The activities for which data are collected include circulation, reference, binding, microfilming, and activities concerning the rare book collection. The locations identified for the library services data are NAL Main Building, DC Branch, Law Library, and the Bee Culture Branch.

Statistics related to personnel are compiled on full-time employment, and temporary and part-time employment. Within each of these categories the total complement, separations, commitments, and vacancies are recorded. The average grade level of all employees is also maintained.

Financial data that are recorded on a regular basis include expenditures for acquisitions and travel. The remaining amount of funds available for travel is maintained on a year-to-date basis.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

All data gathering is accomplished manually with the exception of the number of records contained on the Bibliography of Agriculture tape, and the fiscal data. In these two instances, the data are computer generated.

CATALOGING

The Cataloging Section collects statistics on descriptive cataloging, review and revision, and data input. Figures are recorded daily by each cataloger, and are compiled weekly. The Descriptive Cataloging Unit reports via forms for "Items Cataloged and Handled" and "Items Received and Processed, Descriptive Cataloging Revision." The first form records totals of items processed and time spent on new titles, titles searched, old titles handled, and other duties. The "Revision" form records totals received and processed for serials, separates, and other types, such as analytics and translations; errors noted and revisions made for analytics, serials, and separates; and time spent revising.

The Data Review Unit keeps statistics on "Records Reviewed," including such data for both new and updated records as time spent reviewing, number approved, number of errors, total lines reviewed, and line errors. The Data Input Unit collects such statistics on "Journal Articles Received and Inputed" as total articles received for input, and hours spent and items input for each employee.

NATIONAL AGRICULTURAL LIBRARY

Cataloged and indexed items are transmitted for computer input in batches, with accompanying forms. The "Cataloged Items" form totals items approved; initial input of monographs and serials, analytics, translations, and ABEL (commercially-prepared) material, in addition to law; and the span of accession numbers. The "Indexing Items" form totals items approved; initial input of new records and resubmitted records; update lines; additions and deletions of journal titles; and the span of ID numbers. Since transmittal depends more on volume than on time, there is no fixed period for compiling the forms.

ACQUISITIONS

The Procurement Section of the Acquisition Division records daily and compiles weekly figures for items acquired through order and exchange. Processes, analyzed in terms of items handled and time consumed, include placing orders (arranging, numbering, photoprinting, mailing, distributing, and filing); receipting orders (opening packages, matching, indicating new and duplicate copies, and routing); and claiming (photoprinting, preparing claim forms and letters, cutting, and mailing). The Section also keeps similar data on records, including serial receipting (package and letter opening; sorting, arranging, adding, discarding, and referring issues; and filing and typing cards); and shelflisting.

A "Statistical Work Sheet" is compiled in the same three areas, with totals for each day of the month. "Order" data include orders placed, books received, orders claimed, correspondence, photoreproduction, and information service. "Exchange" data consist of master records updated, letters sent, requests investigated, mailing list actions, orders processed, claim review, and information service. "Records" data include serial pieces added and discarded, titles not located, new titles sent to cataloging, cards withdrawn, binding notices, information service, titles decataloged, and volumes accessioned.

A permanent chart for recording inputs to the NAL is located near the Director's office. Covered by a plastic overlay and updated with a grease pencil, the chart records weekly and year-to-date totals for citations in the "hold" file, orders placed and received, gifts selected, temporary entries, titles cataloged, titles selected for indexing and indexed, and titles on the Bibliography tape.

LIBRARY SERVICES

The "Statistical Summary of Library Services" is used to collect and compile data on a daily, weekly, and monthly basis. Performing the dual function of a collecting mechanism and a reporting instrument, the Summary provides information on services provided by the Main Library, the DC Branch, the Law Library, and the Bee Culture Branch. Data include USDA and non-USDA circulation requests filled and unfilled, categorized by method of filling the request (with the original item, via photocopy, or by interlibrary loan) or the reason for not filling the request (not on shelf, or not owned). Reference requests, originating in the USDA or elsewhere, are categorized by source, i.e., mail, telephone, or in person. Binding data, microfilming for preservation, and rare book collection data are also recorded.

ADMINISTRATION

A permanent chart similar to that recording input data is maintained on a weekly and year-to-date basis for full time, part time and temporary employment, including reporting, separations, commitments, and vacancies; and average grade. Financial data include travel and book funds obligated, and balance.

REPORTING AND DISSEMINATION ACTIVITIES

Data related to the fiscal activities of the Library are collected and maintained by the Office of Management Services. Weekly reports are provided by this office to the management of the Library. From these financial data, the Resources Development Department compiles such reports as the "Special weekly report on spending for collection and acquisitions contract," including the amounts obligated during the week, the total balance, the average weekly rate to date, and the average weekly rate to expend in order to reach goal.

The Resources Development Department also compiles various monthly throughput reports, tabulating the mode, median, mean, and range of time elapsed during various processing functions. These reports consist of "Serial Issue Thruput Time in Calendar Days from Receipt in Mail Room to Routing to Stacks," "Monographs Processing Time in Calendar Days from Receipt to Delivery on Shelves," "Time from Order to Receipt--Abel Announcements," "Time from Order to Receipt--Abel Announcements--Foreign," "Time from Order to Receipt--Domestic Orders (less Abel)," and "Time from Order to Receipt--Foreign Orders."

Information regarding additions to the Bibliography of Agriculture tape is reported monthly via the "Temp CAIN Tape (Report after monthly corrected figures)," giving batch figures and change by date.

The Resources Development Department prepares a monthly report to be submitted to the Director of the Library. Among the statistics it contains are data concerning progress of the current Acquisition and Cataloging Contract; production figures from the Acquisition Division; and indexing and cataloging figures from the Analysis Division. These figures, either all or in part, are transmitted at the Director's discretion to the NAL Board as well as to Congress via the Director's Report to Congress.

NATIONAL AGRICULTURAL LIBRARY

EQUIPMENT USED

The computer equipment used is the IBM 360/50 of the Agricultural Research Center.

DIFFICULTIES ENCOUNTERED

The primary problem encountered with the statistics is the absence of strict definitions for the data elements being collected. It is also felt that there may be too much production data being collected and not enough throughput data. It is believed that the Library's data gathering and statistical activity could be much improved, but limitations on staff and time make it difficult to revamp the system efficiently.

FUTURE PLANS

It is hoped that the statistical and data gathering activities will be simplified in the future; the installation of a management information system may incorporate these activities. It is also possible that PPB systems at higher levels in USDA will have some effect on the statistical procedures at NAL.

NATIONAL LEAGUE OF CITIES - UNITED STATES CONFERENCE OF MAYORS

Library
1612 K Street, N.W.
Washington DC 20006

INTRODUCTORY NOTE

The National League of Cities and the United States Conference of Mayors (NLC-USCM) are two separate organizations with an interlocking directorate that tries to minimize the areas where duplication of services might occur. The National League of Cities was founded in 1924, and represents approximately 15,000 cities in all fifty states. The League works to strengthen the role and capacity of city governments through its National Municipal Policy, an annual statement of policies and goals. The United States Conference of Mayors was founded in 1933 to serve as a national forum through which the largest cities express their concerns, and work to meet the country's urban needs. Membership is limited to the 750 cities with populations exceeding 30,000.

The Library which serves these two organizations would be better characterized as a research, analysis, and information center. The collection consists of approximately 10,000 books, 450 journals, 1,000 vertical file items, and 1,000 documents. The subject emphasis is on urban affairs, and special collections include city annual and financial reports, city ordinances and codes, and information on state municipal leagues and law.

INTERVIEWEE

Jill Kennedy, Reference Librarian

REASONS FOR COLLECTION

The primary reason for the data collection activity of the Library is justification of budget requests. In addition, the data also permit the Director of Library Services to exercise control over staff and financial resources.

For certain projects the Library receives additional financial compensation. When the library staff works on such projects, detailed records of time expenditures are maintained.

NATIONAL LEAGUE OF CITIES - UNITED STATES CONFERENCE OF MAYORS

INFORMATION COLLECTED

The general categories in which information is collected include finances, requests for information, interlibrary loan, acquisitions, and staff utilization.

Library expenditures data are recorded for each of the following items: salaries, benefits, Urban Fellow, Xerox, multilith and printing, postage, office supplies, equipment rental, equipment maintenance, leasehold maintenance, telephone and telegraph, subscriptions, travel, auto and taxi, rent, recruitment, and capital improvements.

Requests for information are categorized by whether they are telephone inquiries, literature requests, or legislative document requests. Responses to these inquiries are coded by sequence number of request (year-to-date), subject of request, and type of requester.

Interlibrary loan activity is recorded both for borrowing and lending. Since the Library tries to obtain copies of material requested by the NLC-USCM staff, its borrowing activity is relatively low.

Acquisitions data are maintained for the type of material acquired and cataloged, and staff utilization data concern the amount of time individual staff members spend on the various projects within NLC-USCM.

Other data on Library operations are available--e.g., delivery requests and Xerox requests--but these data are not compiled; they are in "raw" form only.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Financial data are collected monthly by the accounting department via requisition forms, and in cases of routine disbursements such as salaries, as a by-product of the computerized accounting system.

Data regarding information requests are recorded by the staff member receiving the request. The data are collected on standard forms at the time the request is made.

A "Telephone Inquiries" form (Lib.-16) specifies the requester, telephone number and/or address, the subject, date required, whether the request was answered by telephone, and the staff member handling the request. The "Literature Request Form" (Lib.-1) submitted to the Library records the requester, account number and authorization, quantity desired, date required, complete bibliographic data, whether the item should be purchased or borrowed, and whether hard copy or microfiche is preferred. The "Legislative Document Request Card" specifies the name and telephone number of the requester, the source of the document, the date needed, and the date delivered.

NATIONAL LEAGUE OF CITIES - UNITED STATES CONFERENCE OF MAYORS

Responses to inquiries are assigned a code that specifies the subject area of the inquiry, an accession number indicating its sequence in the number of inquiries received during the year to date, and the type of requester. Types of requesters, such as municipal governments and federal government offices, are ranked by priority. The code serves as the requests' file entry.

Acquisitions data are maintained by the library cataloger and are compiled by means of a tally for each category of material received.

Staff utilization data are recorded by individual staff members on time sheets kept for those special projects on which they are engaged.

REPORTING AND DISSEMINATION ACTIVITIES

The accounting department provides the Library with a detailed monthly report that shows the percentage of the budget expended for each budget item. A monthly report of library activities is submitted to the Director of the Office of Urban Services within NLC-USCM. The Library report is then incorporated into a monthly report of the Office of Urban Services and distributed to the staff as well as to the Directors of the League of Cities - Conference of Mayors. The only statistic routinely included in this monthly report is the number of inquiries. Other statistics, such as the number of requests for legislative documents and the number of books cataloged, are submitted on a selected basis.

Periodically, a narrative report of special projects undertaken is submitted to the Director of Library Services. Data on hours spent by staff members on each project are included.

EQUIPMENT USED

The Library does not directly use any data processing or computer equipment in its data gathering and statistical activities. However, the financial statistics regarding the Library are computer-generated under the direction of the accounting department.

DIFFICULTIES ENCOUNTERED

Other than those concerning a select number of special projects, the statistics currently being compiled by the Library do not provide a means for determining how much work the staff is doing and for whom they are doing it. Although higher management would like more statistics regarding the Library's activities, current workloads prevent the expansion of data gathering activities.

FUTURE PLANS

The Library is currently trying to formulate policy with regard to circulation statistics. There is also a possibility that the Library's services will be made available to persons outside of NLC-USCM. If this happens, there will undoubtedly be additional data collected with regard to the new patrons.

OHIO STATE UNIVERSITY
Libraries
Columbus OH 43210

INTRODUCTORY NOTE

The Ohio State University Libraries, consisting of the Main Library, four regional campus libraries, and 21 departmental libraries, serve approximately 50,000 students and 3,000 faculty members. Participants in both the Ohio College Library Center (OCLC) and the Inter-University Library Council-Reference and Interlibrary Loan Service (IULC-RAILS) cooperative programs, the Libraries have implemented online circulation and remote catalog access systems.

In 1967, an Ad Hoc Committee on Library Statistics reported to the Director its recommendations on adoption of statistics-gathering forms, reporting frequency, deletion of certain statistics with no interdepartmental significance, and inclusion and addition of statistics necessary for general information. Definitions of items and procedures used in statistics activities were also established.

INTERVIEWEES

Hugh C. Atkinson, Director of Libraries
Irene B. Hoadley, Librarian for General Administration and Research
Betty J. Meyer, Assistant Director of Libraries for Technical Services
Larry Besant, Assistant Director of Libraries for Public Services

REASONS FOR COLLECTION

Statistics are collected for reasons of internal evaluation, fiscal accountability, reporting requirements, and system participation. By examining records of their own activities, the University Libraries can determine the effectiveness of existing procedures and can suggest modifications to speed and improve service. For example, processing rates are used to identify bottlenecks in the flow of material, and to assign personnel where help is most needed. The relative sizes and rates of activity of the component libraries are used for allocation of funds, space, and personnel within the system. Statistics are used to determine whether fines and reserve book policies are accomplishing their goals of maximizing shared use of library resources, and comparative processing data will be used to determine whether the automated projects are truly faster than manual processing.

Statistics are also used to justify expenditures, to establish unit cost figures for library operations, and to predict budget requirements for the coming year.

Library statistics are collected for annual reporting to the University administration, to government agencies, and to other organizations. Many of the statistical procedures established in 1967 were in response to recurring outside requests for data.

Finally, statistics are collected in order to account for the Libraries' participation in three cooperative programs. The Ohio College Library Center (OCLC), with 49 members, provides remote catalog access and card production. Assessment is based on the number of terminals maintained by a member facility and the number of uses made of the system, in addition to a charge per card generated. The Inter-University Library Council-Reference and Interlibrary Loan Service (IULC-RAILS), comprised of 11 state schools, is operated on a cost-reimbursed basis, with one professional and one clerical worker provided to the Libraries by the system. The University's Health Center Library cooperates with the East Central Regional Medical Library in providing interlibrary loan service to Ohio, Kentucky, and Michigan on a cost-reimbursed basis.

INFORMATION COLLECTED

Statistics are gathered by the Libraries in the areas of administration, circulation and interlibrary loan, collection size, processing, finance, personnel, and facilities.

Specific data include the number of library patrons; manual and automated circulation figures; use of reserve books; and fines collected. Interlibrary loan figures are maintained for books borrowed, photocopies and books loaned, and requests not filled, for general loan activities as well as for the cooperative interlibrary loan arrangements.

Collection size is recorded in terms of titles and volumes added. Processing statistics include data on catalog maintenance, card production, labelling, binding, original cataloging, and cataloging derived from other sources, such as OCLC.

Financial records include expenditures for equipment and personnel, as well as cost per item circulated. Records of expenditures and encumbered amounts are maintained for general operating, book and serial funds.

Personnel statistics, in addition to salaries and wages, account for student hours worked, and for academic rank categories of professional staff.

Each facility, and some subunits, of the Libraries report square footage, linear feet of shelving, and seating capacity.

OHIO STATE UNIVERSITY

Although a log of lengthy reference questions is maintained for the central reference desk of the Main Library only, this count is not reported. Also, equipment data concern only money spent for individual items. No inventory is taken.

In addition to regularly collected statistics, non-recurring studies are conducted for specific purposes--for a statistical "snapshot" of a procedure or phase of operation. Such special studies have included: college or departmental affiliation of student borrowers; traffic patterns within the Library; carrel use; the number of late-hour users; the length of time required to make a book available from the time the order was placed; use of reserve books, by title and by course (a study which encouraged professors to place fewer titles on reserve); detailed records of personnel characteristics, for affirmative action programs; and an ongoing opinion survey of students.

COLLECTION, METHODS, MECHANISMS, AND FREQUENCY

Since July, 1967, statistics collection procedures have been regulated by the "Policy and Procedures" directive issued by the Librarian for General Administration and Research. This directive specifies items to be excluded from holdings counts and those to be recorded separately, as well as general principles of data collection. Records are kept and cumulated on a fiscal year basis.

A series of "Statistical Report" forms is prepared for each component library within the OSU system. Certain data items are common to all or most of the units, such as facility square footage, linear feet of shelving, and seating capacity. Other data apply specifically to a particular library or unit, e.g., Rare Book Collection, Documents Room, Undergraduate Library.

A quarterly report is submitted for department libraries as a whole. This report is supplemented by a "Monthly Manual Statistical Report" from the individual department libraries. An additional statistical report is submitted by those libraries which process their own materials, either in whole or in part, e.g., the Music and Education Libraries. The department libraries also submit a detailed descriptive and statistical annual report.

Similarly, quarterly reports are submitted by the four Regional Campus libraries, the Regional Campus Technical Service Division, two of the four area studies collections, and by the three Associated Libraries (Law, English, and University School), even though these latter are administratively distinct from the OSU Libraries.

PUBLIC SERVICES

Patrons entering the Main Library and the Education Library are counted automatically when passing through a turnstile. The daily count is logged by the Circulation Department and reported quarterly. If needed, hourly totals can be collected, in order to determine peak periods of library use.

Circulation statistics include totals for the automated and manual systems of the Libraries. Figures for the automated Library Circulation System (LCS), operational since late 1970, are totalled by library and by terminal. Total LCS circulation for each library is calculated by adding charges and renewals, then deducting "snags," i.e., charged to patrons because the terminal indicates that they are available, but which cannot then be located on the shelves by a page. A complete record of LCS terminal activity tabulates charges, discharges, renewals, snags, and saves processed in each library. A "save" is a book which is on loan when requested, but which will be held automatically for the requester when it is discharged. These machine statistics are reported monthly by the Circulation Department to the Librarian for General Administration and Research via "LCS Circulation" reporting sheets.

Hourly terminal use is one of the figures available on the computer's record of activity. The log tapes are saved, but no detailed, long-term analysis of circulation records has yet been performed.

Manual figures for each library include circulation of reserve books and books not yet in the system. On a monthly basis, manual and LCS totals are recorded on the "Circulation" form, and the libraries are ranked by amount of activity. All monthly circulation figures are summarized quarterly. The cost per item circulated is also computed quarterly, by adding hardware and labor costs, then dividing by the number of charges and renewals.

Records are also maintained by the Circulation Department for fines charged by both the automated and the manual systems. The amounts outstanding, collected, and credited (forgiven) are totalled, and the percent processed by both systems is calculated. At occasional intervals, lost book totals are produced as a side product of circulation records.

In addition to the circulation data in each branch and departmental library's quarterly report, the Circulation Department as an administrative unit of the OSU Libraries also submits a quarterly "Statistical Report." This report includes data on library attendance, manual circulation, number of items loaned and borrowed through interlibrary loans and through IULC-RAILS, and total circulation of the various special collections of uncataloged holdings.

TECHNICAL SERVICES

Acquisitions statistics are recorded on individual monthly worksheets by staff members, and compiled quarterly on a departmental "Statistical Report." Data, in addition to expenditure data mentioned previously, include unique and duplicate serial, periodical, and newspaper titles received, and percent of duplication; monograph volumes acquired, and percent of duplication; volumes processed; other media acquired; and number of volumes received precataloged.

OHIO STATE UNIVERSITY

The quarterly "Statistical Report" of the Binding Operations Division accounts for volumes and pamphlets bound in OSU and by contract; volumes repaired by OSU; binding arrearage; allocation for commercial binding; and miscellaneous operations, such as boxes, pockets, and portfolios. Annual statistics include the quotas set for each library in the University.

Based on the staff's monthly worksheets, the Cataloging Department's quarterly "Statistical Report" records volumes, titles, arrearage, withdrawals, and transfers in all sections of the Main Library and the departmental libraries; microform and audiovisual materials data from each library; and statistics on recataloged items.

Whereas the Cataloging Department handles only original cataloging, QUE, a quick processing unit, handles items for which cataloging copy is available either from OCLC or the Library of Congress, and duplicates. These data are cumulated monthly. Since all processing for the University Libraries is done centrally, the above records of cataloged items added and withdrawn are used to derive the official OSU holdings figures.

Other processing data involve the number of items labelled; card production; and catalog maintenance, such as the number of cards filed. These data are cumulated quarterly and annually.

LIBRARY ADMINISTRATION

The Personnel Office submits a quarterly report, cumulated annually, but personnel data recorded on July 1 of each year are considered to be the Libraries' official figures for the rest of the year, at least in response to outside inquiries. The Report includes data on number of FTE professional and nonprofessional positions filled and vacant, number of employees and salary range by position classification, salary and wage totals, student hours worked, and staff paid from federal and Photoduplication funds. For bookkeeping purposes, a monthly report is required of salaries and wages expended and encumbered, by position category.

Each library facility maintains a "Photocopy Record" of the meter reading, money taken in, number of in-house copies, test copies, and bad copies. The quarterly "Statistical Report" submitted by the Budget Office totals and cumulates the aggregate number of photocopies made.

FINANCE

Financial data include weekly and monthly reports from the Acquisition Department on expended and encumbered book and serial funds. Quarterly statements on the 96 book funds are circulated, so that the persons responsible for them will know how much of the year's allotment has been spent. With the exception of records of personnel expenditures maintained by the Libraries, other major financial records are kept by the University's central administration. A line record of personnel expenditures is used only for internal bookkeeping.

The monthly "Personnel Expenditures" sheet records allocation and expenditures for different position categories, then provides an identical table cumulating yearly expenditures to that point.

REPORTING AND DISSEMINATION ACTIVITIES

Statistics from the technical service and public service departments of the Libraries are reported quarterly to the Director via the Librarian for General Administration and Research. Acquisition Department statistics on funds and expenditures are reported on two forms, and the Catalog Department reports on one form data totals for each library. Statistics for the Library Circulation System are reported via monthly printouts.

The Director reports annually to the University Vice President for Educational Services, the Vice President for Academic Affairs, and the Library Council, a faculty committee. The faculty are also apprised of the Libraries' activities by the Director, as are the department heads within the library organization.

Nationwide statistics gathering agencies, such as the Office of Education or the Association of Research Libraries, receive data from the Librarian for General Administration and Research via the University's Office of Administrative Research. Data are also reported to the State Library for inclusion in its Directory of Ohio Libraries.

The Director's Annual Report contains a narrative description of activities, and tables of collection growth and expenditures; material acquired; percent of duplication in current acquisitions; cataloging statistics; binding statistics; photoduplication statistics; and total circulation.

Financial data are summarized quarterly by budget category. An annual report of "Operating Budget Allocations" details allocations, and expenditures for specific categories of operating expenses. An annual "Budget Forecast" summary gives the balance remaining in each budget category.

EQUIPMENT USED

Although the OSU Libraries use a large array of data processing and computer equipment for the online circulation system and the OCLC remote catalog access system, only the circulation system provides machine statistics for reporting purposes. The LCS uses an IBM 370/155 computer with 3370 disc packs and 2260 terminals. All other library statistical data are compiled manually.

OHIO STATE UNIVERSITY

DIFFICULTIES ENCOUNTERED

The chief problems encountered in collecting statistics in general are caused by disregard of the "Policy and Procedures" definitions, by reports submitted late, and by numerical inaccuracy.

Specific problems occur in the areas of collection size, circulation, reference, and processing. Although official OSU holdings data are obtained from cataloging statistics, the Regional Campus libraries prefer to report physical items acquired rather than the smaller bibliographic figures processed by the Regional Campus Technical Services Division.

The statistics available from the LCS are generally agreed to be insufficiently detailed. In particular, there is a need to know the number of different patrons using the Libraries' services, rather than gross circulation totals; the number of books charged to individual patrons, or to patrons of a particular college or departmental affiliation; and the number of books charged according to call number.

Since there is no valid qualitative measure of reference work, no statistics are collected. Consequently, there is no record of productivity in this area.

On the other hand, problems of too much data are encountered in the processing area. Cataloging reporting forms involve data about large numbers of "non-book" media, e.g., four distinct types of microform. This fragmentation often gives a misleading picture of the Libraries, since there is a tendency by many data gathering sources to regard books as the measure of a library's size or a processing department's productivity. One non-book item may be expensive to acquire and time-consuming to catalog, but will be insignificant or disregarded in discussions of the Libraries' holdings. Fewer categories of data might improve the situation.

FUTURE PLANS

The OSU Libraries plan to automate more of their recordkeeping activities; to add more depth to their circulation statistics; to re-evaluate the detail with which processing statistics are now recorded; and to conduct more nonrecurring "snapshot" statistical studies of various aspects of the Libraries' administration.

PENNSYLVANIA DEPARTMENTS OF HEALTH AND PUBLIC WELFARE
Library
Health and Welfare Building
Seventh and Forster Streets
Harrisburg PA 17120

INTRODUCTORY NOTE

The Health and Welfare Library came into existence in July of 1959 when the collections of the Welfare Department were integrated with that of the Health and Preventive Medicine Department. The collection consists of approximately 7,000 volumes, and serves not only the staff in the main headquarters building but also the County Public Assistance Office, Regional Health and Regional Welfare Offices, and the general public.

INTERVIEWEES

Pauline T. Snavely, Librarian
Mrs. Cohen, Reference Librarian

REASONS FOR COLLECTION

The primary reason given for the collection of data and compilation of statistics is to justify the staffing of the Library. Some impetus was given by suggestions of the State Library.

INFORMATION COLLECTED

The general categories in which information is collected are circulation, interlibrary loan, and classification and cataloging of books.

Statistics are kept on books, pamphlets, periodicals, and photoprints circulated to the headquarters staff and to the County Field Offices. Reference questions and phone calls regarding overdues are also included under the category of circulation.

Interlibrary loan data are divided into two subcategories, i.e., loans from the State Library, and other loans.

Classification and cataloging statistics are compiled for the number of books cataloged in each subject class, the total cataloged for the Department of Health, the total cataloged for the Department of Public Welfare, the number of Library of Congress cards adjusted for new titles and sets of Library of Congress cards typed, the number of duplicate copies added, and the number of books sent to Health Regions.

PENNSYLVANIA DEPARTMENTS OF HEALTH AND PUBLIC WELFARE

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Circulation data are collected daily and compiled on a monthly basis. Simple tally sheets are used, and standard forms purchased from Brodart and Gaylord are completed on a daily basis. Data regarding interlibrary loans are compiled by sorting and counting the copies of standard interlibrary loan forms. The Library cataloger maintains the data regarding cataloging and classification activity by means of tallies and compiles totals on a monthly basis.

REPORTING AND DISSEMINATION ACTIVITIES

The reference librarian, the cataloger, and the staff member tending the circulation desk submit their data to the librarian on a monthly basis. The librarian then compiles a monthly report and transmits it to the division heads of Public Health Education and Public Welfare's Bureau of Public Education. A copy of the report is also transmitted to the State Librarian.

EQUIPMENT USED

The Health and Welfare Library uses no data processing or computer equipment in its data gathering and statistical program.

DIFFICULTIES ENCOUNTERED

No problems or difficulties arise in the data collection and statistical activities.

FUTURE PLANS

There are currently no plans for altering or adding to the current data gathering and statistical activities of the Library. Statistical policies are guided by the State Library and any future changes would probably originate from that office.

PORT OF NEW YORK AUTHORITY
Library
111 8th Avenue
New York NY 10011

INTRODUCTORY NOTE

The Port of New York Authority serves the states of New York and New Jersey by planning and operating terminal, transportation, and other facilities of commerce, and by improving the commerce of the Port District. The Authority maintains a library of over 12,000 volumes in the fields of transportation, business and economics, and international trade.

INTERVIEWEE

Elizabeth K. Miller, Chief Librarian

REASONS FOR COLLECTION

Other than data which are collected for reasons of established routine rather than specific need, statistics are collected in order to report on the Library's activities, and to provide the Librarian with administrative data, such as staffing needs.

INFORMATION COLLECTED

Data are regularly collected in the areas of acquisitions, cataloging, circulation, reference, finance, and time allocation. Acquisitions data consist of the number of items added to the Library, as well as the number acquired for other departments. The number of books and documents cataloged are tallied. Circulation information includes books and documents circulated, periodicals and newspapers routed, and books borrowed and loaned through interlibrary loan procedures. In addition, a record is kept of the number of requests received for the Library's book and periodical bulletins. Reference data include the number of information requests received from the Authority's staff, and the number from outside sources. Financial information include budget estimates of revenues, of expenditures for materials and services, and of expenditures for personal services. Work statistics consist of time spent on Library tasks such as bibliographic services, cataloging, and indexing.

PORT OF NEW YORK AUTHORITY

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Cataloging statistics are recorded on a single tally sheet as each item is cataloged, and then totalled monthly.

Each employee engaged in reference work keeps a daily log of "Requests for Information " (Form PA 1977/11-57). For each transaction, a note is made of the requester, his department, the specific inquiry, the time required, and whether the request was received by telephone or in person. All daily logs are totalled monthly.

Financial data are kept on standard Port Authority forms. The "Budget Estimate of Revenues" (Form PA 557/3-69) records monthly allocations for each program, unit, and revenue source. The annual "Budget Estimate of Expenditures--Personal Services, Schedule A" (Form PA556A/3-69) requests for each position title the number of positions, the effective date of change, the number of man years, and the base annual salary budgeted, as well as the factored total expenditure, i.e., salary and benefits The "Budget Estimate of Expenditures, Schedule B" (Form PA556B/4-67) records for each object of materials and services expenditure the prior year's actual total, the current year's budgeted and estimated totals, and the budget year's estimate. The annual "Comparative Summary of Budget Expenditures, Schedule C" (Form PA 1961/3-69) compares the budget year's estimated total of each activity's hours and hours per unit, expenditures for personal services, and expenditures for materials and services, with the previous year's actual totals and the current year's probable totals. The "Budget Estimate of Expenditures--Allocation by Month, Schedule D" (Form PA 1817/3-69) merely totals expenditures for major items, objects, programs, or activities.

The bi-weekly "Library Time Report Worksheet" (Form G1-014-103) is used to record daily hours spent on specified library jobs, such as research and information, acquisitions, periodical routing, and indexing.

REPORTING AND DISSEMINATION ACTIVITIES

Statistics are reported monthly to the Manager of the Special Services Division, who in turn submits the information to the assigned Departmental director. The "Monthly Report" describes reference activities by listing research topics received during the month, the number of reference questions received from Port Authority departments, and the number and source of outside reference requests. The "Monthly Statistics" chart gives the month's figures, the cumulative total for the current year and for the past year, and the comparative percentage of increase or decrease for reference requests, circulation, routing, acquisitions, cataloging, bulletin requests, and interlibrary loans.

The monthly "Budget Performance Report " (Form PA 1804/9-61), a printout issued by the Financial Planning and Analysis Division of the Comptroller's Department, reports the Library's budget, actual expenditures, and variance by coded item.

PORT OF NEW YORK AUTHORITY

EQUIPMENT USED

Other than the expenditures report prepared outside the Library, no statistics activities involve the use of data processing or computer equipment. However, periodical subscription maintenance and routing are automated.

DIFFICULTIES ENCOUNTERED

Since the Library's data collection mechanisms are well established, no problems are encountered in compiling or reporting statistics.

FUTURE PLANS

In the future, current Library statistics will be evaluated, and eliminated or augmented as necessary. Personnel statistics will be used to examine individual workloads for purposes of system analysis.

ST. ELIZABETHS HOSPITAL
Professional Library
Washington DC 20032

INTRODUCTORY NOTE

In order to aid the professional and nonprofessional staffs of St. Elizabeths Hospital in providing treatment, care, and rehabilitative services for psychiatric patients, the Professional Library maintains a collection of approximately 30,000 volumes and 400 journals. The collection's subject emphasis is in the areas of psychiatry, psychology, psychoanalysis, and neurology. The Library also serves the staffs of the National Center for Mental Health Services, of which it is a part.

INTERVIEWEE

Lawrence C. Moore, Administrative Librarian

REASONS FOR COLLECTION

Circulation records are kept in order to determine the rate of Library usage, although it is realized that these data do not include use of materials within the Library. Circulation and interlibrary loan figures are also used as a means of identifying types of material that are in demand. A heavy rate of requests in a particular area would influence acquisitions policy, even though circulation and interlibrary loan statistics do not record subject matter.

Reference statistics give a general indication of the size of the Library's service operations. Technical services statistics are used to determine the size of the collection, by recording additions and withdrawals.

Expenditures are recorded in order to stay within the Library's budget.

Records of hours worked by patients are maintained in order to determine whether or not they qualify for the cash incentive offered by the Hospital for completing 15 hours of work per week.

INFORMATION COLLECTED

The Professional Library collects statistics in the areas of circulation, interlibrary loan, reference, processing, and expenditures. In addition, a record is kept of hours worked by patients, and an inventory is taken of furnishings.

ST. ELIZABETHS HOSPITAL

Circulation data are categorized by books, journals, and pamphlets and reports. Interlibrary loan data consist of books and journals borrowed and loaned, and films borrowed. Reference questions are tallied, but the former practice of recording research questions referred from the library technician to the Administrative Librarian has recently been discontinued.

Books added and withdrawn are counted according to the method of addition or withdrawal, e.g., gifts and losses. A record is kept of books cataloged and recataloged.

Expenditures for books and journals, as well as their average cost, are totalled. The total photocopies made are indicated by the machine's counter.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Each worker keeps a daily tally, which is compiled monthly for the Library as a whole. The "Monthly Library Statistics" form records circulation of books, journals, and pamphlets and reports; interlibrary loan receipts of books and journals, loans of books and journals, and receipts of films; reference transactions; bibliographies compiled; books added by purchase and gift; volumes bound; books dropped, lost, and withdrawn; books cataloged and recataloged, including journals, for both the Professional Library and the 98 outpost collections; the cost of bound journals; the cost of books received by gift and purchase; and the average cost of journals and books received.

REPORTING AND DISSEMINATION ACTIVITIES

Library statistics are reported to the Library Committee, a body whose eight members, including the Administrative Librarian, come from different divisions of the Hospital. The Committee, which plans to meet "regularly" in the future, approves Library policy and procedural changes.

Statistics are formally presented via the Library's Annual Report to the administrative division under which it falls. Currently, the Report is presented to the Head of Research and Training, to be incorporated eventually into the Hospital's Report, but a reorganization of the Hospital is possible in the near future. Statistics are reported to the Budget Office on request, but are not otherwise distributed.

EQUIPMENT USED

No data processing or computer equipment is used by the Library for its statistics gathering activities.

ST. ELIZABETHS HOSPITAL

DIFFICULTIES ENCOUNTERED

The Library has met with no problems in relation to its data collecting activities.

FUTURE PLANS

The Library Committee has approved the introduction of new statistics to the Library's operations. Since films borrowed through interlibrary loan are a significant figure in the Library's volume of work, the number borrowed by mail and the number borrowed by messenger will be tallied. If the number borrowed by messenger is as large as suspected, the Library may have to include its own messenger in its budget.

A record to be kept of the circulation of films owned by the Library and those borrowed by interlibrary loan will be used to determine whether or not more of the budget should be allocated to film acquisition. Similarly, a record of the number of times that Library-owned projection equipment is borrowed will determine if the Library needs more equipment.

The final innovation in statistics collecting is a record of the number of photocopies acquired from the National Library of Medicine. This information will be used as an indication of the extent to which the Professional Library is able to meet the research needs of its patrons.

SIDWELL FRIENDS SCHOOL
Library
3825 Wisconsin Avenue, N.W.
Washington DC 20016

INTRODUCTORY NOTE

The Sidwell Friends School is owned and operated by the Society of Friends (Quakers). Its Library, located on the main campus in Washington, serves the Upper and Middle Schools (grades 5-12), with an approximate enrollment of 1400. The Lower School (grades K-4), located in Bethesda, Maryland, with 400 students, also has a library under the administrative direction of the main campus Librarian.

INTERVIEWEE

Jean Gross, Librarian

REASONS FOR COLLECTION

The reasons for collection of library statistics are for budgeting purposes, for answering dissatisfied donors' inquiries, for satisfying public inquiries, for satisfying federal reporting requirements for ESEA Title II funds, and for satisfying accreditation requirements.

INFORMATION COLLECTED

The general categories of information collected are finances, physical plant, collection, and library utilization. In the area of finances, the amount of money expended is recorded. Concerning the collection, data on acquisitions are maintained. With regard to the physical plant, linear feet of shelving are recorded, and an annual inventory of furniture is compiled. The use of the Library is monitored by the periodic checking of circulation and charge records.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data gathering activities are accomplished by volunteers using scratch tally sheets. The volunteers, usually parents of students, are the only staff available other than the Librarian.

SIDWELL FRIENDS SCHOOL

Data regarding acquisitions are derived from a technique utilizing a sequential numbering stamp. Each new acquisition is stamped with a five-digit accession number, the first two digits of which identify the year when the book was acquired, and the last three digits indicate the chronological sequence in which the book was acquired. Hence, the last three digits of the last accession number assigned indicate the number of books acquired on a year-to-date basis.

Circulation statistics are compiled on a spot-check basis. The circulation data maintained at this Library do not include reference material or periodicals. About once a week the person working at the circulation desk records the circulation for that day. Charge records are not compiled, but charge cards are filed and follow-ups on overdue material are sent out to the students about three times a school year.

An inventory of the collection, furniture, and the linear feet of shelving used is compiled once a year.

A report on the financial transactions related to the Library is compiled once a year and submitted with the annual report.

There are no standard forms utilized by the Library for its data collection activities.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian submits a confidential written annual report to the Headmaster and Board of Trustees. Other reports may be given to the Headmaster, but they are on an ad hoc informal basis during staff meetings. The District of Columbia and the Montgomery County (Maryland) Boards of Education also require data regarding school libraries, in compliance with ESEA Title II reporting requirements.

Data consist of the Library's holdings and annual acquisitions of printed and audiovisual material, as well as the number of volumes, filmstrips, transparencies, tape recordings, and records purchased with Title II funds, and the amount spent.

EQUIPMENT USED

There is currently no data processing or computer equipment used in the data gathering activities connected with the Library.

DIFFICULTIES ENCOUNTERED

The collection of data and compiling of statistics present no major problem other than consumption of time. Since the Library functions with a volunteer staff, there are relatively few statistical controls which the Librarian can maintain.

FUTURE PLANS

At this time, there are no plans for altering the current data gathering and statistical activities of the Library.

SUPREME COURT OF THE UNITED STATES
Library
1 First Street, NE
Washington DC 20543

INTRODUCTORY NOTE

The Library of the Supreme Court, containing over 200,000 volumes, serves Justices of the Supreme Court, members of the bar of the Court, Members of Congress, and attorneys for Government departments and agencies.

INTERVIEWEE

Charles Hallam, Librarian

REASONS FOR COLLECTION

In general, statistics are collected for purposes of justifying budget requests, and for inventorying and reporting purposes.

One reason for maintaining the acquisition record is that it "has been done in the past." It does, however, have practical value. The year-end total of books received, when examined in regard to the year's book expenditures, provides a means of computing book prices in comparison with funds available. This information is used to justify budget allotments, and to request an increased appropriation. In addition, the acquisition record, when supplemented by irregular records or estimates of withdrawals, is used as a general inventory record. This information is needed to judge collection size and to respond to requests by the House Government Operations Committee.

Use statistics are used to justify requests for staff increases, and in the past have been used successfully to support a proposal to improve the lighting system and to change the Library's hours.

INFORMATION COLLECTED

Statistics are regularly collected on use of the Library and on acquisitions. Usage figures consist of the number of visitors and readers during the year. The accessions list records the number of books received, by source. A record of book purchases is also maintained.

No other statistics are collected by the Library, since other administrative aspects of its operation fall under the jurisdiction of the Marshal's Office of the Court. Among them are records of equipment and other government property; budget; expenditures for salaries and wages; and personnel, although the Library does maintain an informal record of employees' leave taken and accrued.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Use figures are tallied as they occur, and are summarized annually. Visitors and readers are requested to sign in at the receptionist's desk, thus enabling the receptionist to compile a list of the totals for each month.

The acquisitions record tallies books received on each day of the month, and is totalled at the end of the month. An annual summary is prepared from the monthly figures. The form used to keep the acquisitions record lists the number of books received by purchase and gift, the number bound, the total received and their accession number, as well as the number rebound.

Records of book purchases are kept in a standard Allotment Ledger (GAO stock form #1015), noting, where applicable, the date of entry, reference number, description of item, obligation issued, and allotment for each transaction. Expenditures are recorded as they occur, but are not compiled.

REPORTING AND DISSEMINATION ACTIVITIES

Annual use and accessions data are reported to the Librarian. Use statistics are not transmitted further. The accessions figures, representing an inventory of the Library's collection, are forwarded to the Marshal's Office when required, as by the House Government Operations Committee for its *Federal Real and Personal Property Inventory Report (Civilian and Military) of United States Government Covering its Properties Located in United States, in Territories, and Overseas*.

The record of books purchased, maintained merely for internal bookkeeping purposes, is not reported at all.

EQUIPMENT USED

No data processing or computer equipment is used for any statistical activities.

DIFFICULTIES ENCOUNTERED

No problems are encountered in collecting library statistics. Although greater statistical detail would occasionally be helpful, as in the case of ad hoc surveys which identify acquisitions by type of medium in order to evaluate the book budget, in general such detail would not justify the work involved.

FUTURE PLANS

The Library has no plans for changes in regard to collecting statistics.

TIME INC.
Library
Time & Life Building
Rockefeller Center
New York NY 10020

INTRODUCTORY NOTE

The Time Library, which is a unit under Editorial Services, provides service to various departments and other units and publications which are part of the Time complex. Library holdings number approximately 80,000 volumes, 800 periodical titles, 900 microfilm reels, and 5,000 vertical file drawers containing subject, biographical, and company materials.

INTERVIEWEE

Benjamin Lightman, Deputy Chief Librarian

REASONS FOR COLLECTION

In general, statistics and data are collected in order to provide a picture of library activity, to allocate costs, to justify the budget and costs, and to allocate personnel, for example, to justify a change in work hours. Detailed statistics are kept on services provided since a good portion of the costs are apportioned among the several units who use the Library.

INFORMATION COLLECTED

Statistics and data are regularly kept on reference services, circulation, personnel, finances, and technical services. Special statistics are kept in response to ad hoc situations, usually for reasons of personnel evaluation and justification of staff size.

Reference service data include the nature of the inquiry, the source of the inquiry, the source which provided an answer to the inquiry, the time of receipt and completion of the inquiry, and also the person responsible for answering.

Circulation data are categorized by specific user department or unit within the companies, or by whether it was an outside user.

Personnel data are kept on the number of positions assigned to a particular section or unit within the Library, hours worked, the name and category of the position, and the present incumbent. A record is also kept of the number of overtime hours worked and the reason for such.

Financial data pertain to allotments and expenditures.

Technical services data include the number of cross-references made for the subject files, and the number of vertical file folders lost. Data are also kept on such operations as typing, labelling, and weeding, including space gained through weeding operations.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Reference inquiries are recorded on an untitled form (292-R-9/71) as they occur. These inquiries are then tallied on a monthly "Library Statistical Report." This form provides for indication of the source of the request (e.g., Time, Life, Fortune, Time-Life Records), and the nature of the query, i.e., those that are "editorial"--concerned with the writing or production of one of the company publications--and those that are non-editorial, for example, concerned with business conditions or of a managerial nature.

Circulation is recorded daily by counting the chargeout cards. These data are then compiled on the reverse side of the "Library Statistical Report" used for queries. The format is exactly the same, i.e., divided into editorial and non-editorial circulation.

Personnel data are recorded on a "Roster" as they occur. This roster is updated monthly. A weekly "Overtime Report" is filled out by section heads for each employee working overtime. These weekly reports are then tallied monthly and annually.

Expenditures data are received by the Library via the records kept by the Business Manager for Editorial Services. Because all Library purchases go through the Business Manager, the data are received through that office rather than being maintained by the Library itself. Reports are received at least quarterly, but data are available on request to that office.

Technical services statistics are kept and compiled informally via an office memorandum from the individual staff member to the section head.

REPORTING AND DISSEMINATION ACTIVITIES

A monthly "Library Usage Statistical Report" computer printout is received and appropriate parts of this Report are distributed to each section head. A copy of the entire Report is submitted to the Business Manager and to the Director of Editorial Services, and to the General Manager for Time Inc. This statistical report consists of a series of separate reports for editorial and non-editorial circulation and query services, and a total report for the year-to-date for data concerning reference services provided, book services, interlibrary loan, and use of the various files and collections. The statistics are categorized by the company unit using the services, and, in addition to total number of transactions, the percentage of each department's use is calculated.

The Library also prepares an annual report which contains budget projections for non-salary costs.

EQUIPMENT USED

All statistical data are inputted, via two keyboards located in the Library, to an outside computer which is online to the company. Keyboarding is on a monthly basis. Expenditure data received from the Business Manager are also in the form of computer printouts.

DIFFICULTIES ENCOUNTERED

Although there are no real problems, it can be mentioned that at times staff forget to record specific data items and occasionally statistics from some individuals are submitted late.

FUTURE PLANS

At this time the Library has no plans for changes in its statistical activities. Company management decisions otherwise could, of course, change these plans. In any case, no matter what directive would come from the company, the Library would probably hold on to its usage statistics because of their great value.

UNION THEOLOGICAL SEMINARY
Library
3041 Broadway
New York NY 10027

INTRODUCTORY NOTE

The Union Theological Seminary is one of the oldest institutions of its type in the country, and its Library, consisting of more than 500,000 volumes, is the largest seminary library in the country. At the present time, the Library is in the process of incorporating into its own collections the Missionary Research Library, another large collection which formerly was administered separately.

INTERVIEWEE

Robert F. Beach, Librarian

REASONS FOR COLLECTION

Three reasons are given for collecting library statistics. First and foremost, they comprise part of the Library's report of stewardship, i.e., its accounting to authorities as to how the monies for which it is responsible are spent. Secondly, statistics are collected for other reporting purposes, both on a regular basis (e.g., to the federal government) and also in response to the many ad hoc survey requests received from other organizations or individuals. Another reason that can be cited is that statistics can make a case for staff support needs.

INFORMATION COLLECTED

Statistics are collected in the following general categories: circulation, interlibrary loan (including photocopies), acquisitions, binding, cataloging and other technical services, receipts, and expenditures.

Circulation statistics are kept for only one part of the collection, namely, the stack books, which do indeed form the main core of the Library's collections. These statistics are in fact records of volumes or items removed from the stacks to on-site use. This use is further differentiated by the user's affiliation as to institution, visitor, or status unknown.

Interlibrary loan statistics are kept on both incoming and outgoing requests, including requests not filled; source of requests; and method of requests, that is, whether through standard interlibrary loan forms or through teletype requests.

Photocopying statistics, in addition to those that are compiled as a result of interlibrary loan requests in lieu of lending an actual item, also include tallies of film orders placed by the reference department. These orders are for either xerographic copies or film copies of items to be added to the Library's collection.

Library acquisitions are identified by type of material--volumes, pamphlets, microfilms, typescripts (including manuscripts, maps, etc.)--and by source of acquisition, i.e., purchase, gift or exchange. Volumes are further identified as to whether they are books or periodicals. The number of discards are also recorded.

Binding statistics are also kept by type of volume bound, either periodical or continuation.

Cataloging records are maintained for current accessions and recataloged items by number of titles cataloged, pamphlet titles cataloged, volumes cataloged, and continuations added, in addition to a record of the total of microfilm titles cataloged. Discards are identified only as to whether they are volumes, pamphlets, or microfilm.

Income receipts are assigned specific accounting codes and are identified as to income from photocopying machines, sale of publications, sale of duplicates in the collection, sale of microfilm (the Library has an arrangement with University Microfilms whereby a UM photographer is stationed in the Library for microfilm purposes, primarily for the Library's own needs), New York State interlibrary loan contributions, fines, membership fees, reimbursement for lost books, deposits, and miscellaneous receipts such as reprint fees, locker rentals, etc.

An annual budget is prepared which is categorized according to salaries for the regular personnel, student assistant wages, acquisitions, binding, microtext, supplies, repairs and maintenance, equipment, postage and meter rental, conference and professional meetings, copying machine rental, and miscellaneous and contingency. Expenditure statistics parallel those delineated by the budget. Additional expenditure details are provided for purchased acquisitions. These items are specified as to subject area and type, i.e., whether they are rare books, continuations, periodicals, or general items, including reference titles and replacement copies.

No statistics or data are regularly collected concerning personnel, reference services, general administration, equipment (other than expenditures), or physical facilities. With regard to the latter, however, there is now in preparation a rather complete survey of facilities being prepared for a possible joint library building with four other institutions in the Columbia University area.

UNION THEOLOGICAL SEMINARY

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

No standard forms are used for the collection of statistics or data. Rather, each staff member keeps informal tallies of operations and services. These tallies are kept more or less in accordance with the format outlined in the Library's annual report. Because this format has remained fairly constant for several years, the staff is quite familiar with how to record statistics. All statistics are reported to the Librarian annually. Salary statistics are kept by the Seminary accounting office.

REPORTING AND DISSEMINATION ACTIVITIES

The Librarian prepares and submits an annual report to the President of the Seminary. In addition, the Library, a member of the American Theological Library Association, participates in the Association's annual survey of member libraries, submitting an annual questionnaire. Finally, the Library completes and forwards to Albany (New York State) and to the U.S. Office of Education the various reports that are required by these agencies. No end-products other than the annual report are prepared.

EQUIPMENT USED

No data processing or computer equipment is used to process the statistics that are collected.

DIFFICULTIES ENCOUNTERED

The major, if not the only real, difficulty faced in the collection of statistics is that of obtaining staff cooperation in recording statistics. All too frequently this is difficult because of staff involvement in services, lack of time, and, at times, resistance on the part of staff members to statistical recordkeeping.

FUTURE PLANS

There are no definite plans for any changes in the present statistical activities of the Library. If any do occur, they will tend to simplicity, i.e., to the elimination of statistics that are not useful.

U.S. ATOMIC ENERGY COMMISSION
Headquarters Library
Germantown MD
(Mailing address: Washington DC 20545)

INTRODUCTORY NOTE

The Atomic Energy Commission Library is located in a restricted area and is open only to personnel of the AEC and its contractors. Arrangements can be made for use of the unclassified collection by personnel of other government agencies, their contractors, universities, and industry.

The book and journal collection contains over 50,000 items primarily related to nuclear science and technology but also covering physics, chemistry, metallurgy, engineering, mathematics, biology, medicine, and management. The collection contains most of the major abstracting and indexing services covering science and technology. The reports collection consists of over 300,000 classified and unclassified reports of the Atomic Energy Commission, National Aeronautics and Space Administration, and the Department of Defense. The collection also includes 50,000 volumes of federal legislation, legislative services, and various bibliographic publications.

INTERVIEWEE

Walter A. Kee, Chief, Library Branch

REASONS FOR COLLECTION

The primary reason for collecting statistics is to substantiate budget requests. The statistics also enable the librarian to monitor the workload and to identify trends in the utilization of the library's resources.

INFORMATION COLLECTED

Four general categories of information are collected: reference requests, circulation, interlibrary loan, and miscellaneous data.

The data collected regarding reference requests include source of the request, i.e., in-house or off-site; means by which the request was transmitted (telephone, letter, in person); subject or title of the request; staff member(s) receiving and handling the request; sources consulted; date received and date completed; and time consumed in completing the transaction.

Total library materials loaned and discharged are recorded for journals, books, legislation, staff papers, and reports. Data regarding interlibrary loan activity include requests received from other libraries, items loaned or photocopied, requests by AEC to borrow from other libraries, and items borrowed.

In the miscellaneous category, records are maintained on the number of journals returned from automatic distribution, the number of Bell and Bennett catalogs, renewals, and items removed from tables.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Reference activity is recorded on the "AEC Library-Reference" form which is completed for each request. On a bi-monthly basis, the forms are transmitted to the librarian's office, for compilation by the secretary.

Circulation statistics are compiled manually. A simple tally of the types of material loaned and discharged is performed daily by the staff member manning the circulation desk.

Interlibrary loan activity is compiled by counting copies of the interlibrary loan forms received and submitted. Interlibrary loan data are also recorded on the reference form.

The miscellaneous data are compiled manually. The routing list for journals is automated, providing a mechanism for generating statistics if needed, e.g., number of journals routed per employee.

Although statistics are not prepared on a regular basis for the classified section, an automated inventory and document control system is maintained.

REPORTING AND DISSEMINATION ACTIVITIES

The Chief of the Library Branch reports directly to the Division Director, Headquarters Services. Reports are made to the Division Director on a monthly basis, with a special annual report at the end of the year. The current monthly reports do not contain a standard statistical section, but the reporting format is being changed to incorporate the four categories of statistics mentioned above.

EQUIPMENT USED

An IBM 360/65 is used for those aspects of the data gathering and statistical activities of the library that are automated.

U.S. ATOMIC ENERGY COMMISSION

DIFFICULTIES ENCOUNTERED

No major difficulties or problems are encountered in data gathering and statistical activities. This can be attributed to the fact that attempts are made to keep such activity to a minimum.

FUTURE PLANS

The library is in the initial phase of establishing an automated system for acquisitions, cataloging, circulation, and loan records.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Library
451 Seventh Street, S.W.
Washington DC 20410

INTRODUCTORY NOTE

The HUD Library, a collection of over 450,000 items, was formed in 1968, with the consolidation of the libraries of the Office of the Secretary of Housing and Urban Development, the Federal Housing Administration, and the Public Housing Administration. In 1970, the Program Information Center was added to the Library's responsibilities, to distribute Departmental publications.

INTERVIEWEE

Elsa Freeman, Director

REASONS FOR COLLECTION

Library statistics are collected in order to report to the management of the Department; to make a regular, over-all analysis of the Library's activities; and to justify the budget.

INFORMATION COLLECTED

The HUD Library regularly collects information on reference work, use of the Library, circulation, bibliographies prepared, ordering, acquisitions, cataloging, maintenance, and expenditures for books and periodicals. Use statistics are also collected for its Program Information Center. All statistics are collected on a daily basis and are totalled monthly, occasionally quarterly.

As the Library stated in its "Statistics--Explanatory Statement" of 1967, "an attempt has been made to record the significant, statistically recordable items, rather than to provide a complete count of all activity." Items not so recordable "can be easily noted in our narrative reports; or, if needed, statistics could be obtained in a spot check over a given period. To measure all functions is too time consuming. ...It is recognized that [the statistics collected] are quantitive not qualitative or evaluative measurements."

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Each staff member makes a record of his activities, which is collected by the individual divisions of the Library. Records of financial transactions are simply dealers' accounts.

The "Library Statistics" form (HUD-63) records reference service, readers in the Library, circulation, bibliography, orders, acquisitions, cataloging, and maintenance. Circulation figures are categorized by books and pamphlets, periodicals routed, and items borrowed from other libraries. Orders are counted as those purchased or those received free; acquisitions are divided into book and pamphlet, and serials. Cataloging statistics concern publications cataloged, cards typed, cards filed, and publications processed. Major maintenance statistics include telephone recalls of overdue books, filing and shelving of all types of material, and discards. The number of telephone calls received, visitors, and publications distributed by the Program Information Center are collected.

The "Statistics--Explanatory Statement" defines items to be included within each category recorded, and the unit of counting each.

Financial data are recorded on a preprinted accounting sheet.

REPORTING AND DISSEMINATION ACTIVITIES

Library statistics are reported to the HUD Office of General Services, to the Office of Management and Organization, and to the Assistant Secretary for Administration. The data that are reported are confined to significant statistics--totals for reference work, readers in the Library, circulation, bibliography, acquisitions, publications cataloged, filing and shelving, and transactions of the Program Information Center. Data are reported primarily on the collection form (HUD-63). A weekly narrative report is made to cover activities for which no statistics were compiled.

EQUIPMENT USED

No data processing or computer equipment is used to collect or analyze library statistics.

DIFFICULTIES ENCOUNTERED

The major difficulty in data collection reported by the Library was that the staff occasionally forgets to record statistics. This is particularly true of reference work, where pressures of time conflict with consistent reporting. Also, the number of readers in the Library, derived by a count of people passing the entrance desk, can only be considered an indication of usage, never an accurate figure.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FUTURE PLANS

The HUD Library has no plans for changes in its statistical activities, unless the Department's administrative requirements necessitate them.

U.S. DEPARTMENT OF THE ARMY
Library
The Pentagon
Washington DC 20310

INTRODUCTORY NOTE

The Army Library, one of the major Federal libraries, has holdings of approximately 270,000 volumes, 750,000 documents, and 2,200 periodicals. It serves as the official library for the Department of the Army, and is administratively responsible to the Adjutant General.

INTERVIEWEE

Mary Shaffer, Director

REASONS FOR COLLECTION

The statistics collected are used for reporting to and evaluation by supervisors, and to measure and predict or project workloads, budgets, space allocation, and personnel allocations for purposes of planning and justification.

INFORMATION COLLECTED

Statistics are regularly collected in three major areas: circulation and interlibrary loan, technical services, and readers' services.

Circulation statistics include items charged and discharged, shelved, shifted, reserved, and overdue. Interlibrary loan statistics include not only materials both loaned to and borrowed from other libraries, but also tallies of requests made to borrow from other libraries.

Technical services statistics are tallied for such major categories as procurement (acquisitions), cataloging, and administration. The acquisitions statistics include expenditures for legal materials procured for the Army field and combat law libraries.

Readers' services statistics include reference requests, selection and withdrawal of materials, and such items as bibliographies prepared and volumes prepared for binding.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Circulation and interlibrary loan statistics are filled out daily at the circulation desk, summarized monthly, and reported to the Director. Two "General Purpose" forms (TAGO Form 19-1 and 19, respectively) are used.

Two forms are also used to record technical services statistics. Activity counts (e.g., volumes cataloged and withdrawn) are tallied daily by the Catalog Section, and then compiled on a "Monthly Work Report." In addition, the chief of the Technical Services Branch submits a monthly report (on an untitled form) to the Director. This statistical report summarizes all the activities of the Branch.

The Readers' Services Branch also records daily and monthly tallies of its activities. TAGO Form 19-1, adapted for readers' services statistical purposes, is used for both the daily and monthly reports. An attempt is made to differentiate between types of reference requests. Thus, a question requiring from 1-5 minutes of work is classified as "directional," whereas a question requiring more than 5 minutes to answer is considered to be a "research" request.

Each month, all the above-named statistics reported to the Director are compiled on TAGO Form 32, Manpower and Performance Report. This form is issued by the Adjutant General's Office and is used throughout the department; it is not specific to the Army Library. In addition to "work area" and workload statistics, the form also provides for indication of personnel (both military and civilian) assigned to various activities, manhours expended (both productive and unproductive), and performance or productivity.

For planning purposes, an "operating schedule" is prepared for each fiscal year. This schedule records by quarter the previous year's volume of measurable work units (e.g., reference requests, volumes cataloged), and then attempts to project the volume for the upcoming year.

REPORTING AND DISSEMINATION ACTIVITIES

The Manpower and Performance Report is the only statistical record distributed outside the Library. It is submitted monthly to the Adjutant General's Office and supplemented by informal briefings given quarterly to the Adjutant General.

EQUIPMENT USED

No data processing or computer equipment is used in collecting or otherwise handling the statistics recorded by the Army Library.

DIFFICULTIES ENCOUNTERED

Two major difficulties encountered in obtaining statistics are that (1) they are not always complete, and (2) it is difficult to determine what is vital and worth collecting. The first difficulty arises when a staff member forgets to keep or does not have time to record every activity. The latter difficulty stems from the fact that it is largely unknown what the actual recipients of the Manpower and Performance Report in the Adjutant General's Office do with or about the statistics. If this were better known, perhaps more adequate statistics could be kept.

FUTURE PLANS

The Army Library does not contemplate any changes at this time.

U.S. DEPARTMENT OF THE ARMY
Van Noy Library
Fort Belvoir VA 22060

INTRODUCTORY NOTE

The Van Noy Library of Fort Belvoir, operated by Special Services personnel, serves members of the Armed Forces and their dependents, civilian employees of the Army post, and Federal agencies. With three branch stations located on the base, the Library's holdings consist of approximately 91,000 volumes and 4,000 microfilms, emphasizing the fields of military science, business administration, and education.

INTERVIEWEE

Madge J. Busey, Librarian

REASONS FOR COLLECTION

The primary reason for collection of data and compilation of statistics is for budget justification. The statistics also serve to assist in managing the Library's operations. The circulation statistics are used to formulate acquisitions plans, user service data help to identify those areas that require improvement, and production statistics provide a work measurement tool.

INFORMATION COLLECTED

Statistics are regularly collected on: additions to the component collections, circulation, use of the library's resources, personnel, processing, and financial transactions.

The specific data elements collected with regard to library utilization are: hours of operation, attendance, circulation, reference questions answered, and registered borrowers.

The data recorded with regard to the processing of library materials are: titles cataloged and added, catalog changes, catalog cards typed and filed, books covered, books marked, books reinforced, and books added to the main collection and to each of the branch collections.

Personnel data are maintained in terms of man hours expended, and financial data are maintained in terms of expenditure by category.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Daily attendance is recorded by a photoelectric cell at the library's entrance, but the count is only approximate, since the device is frequently tampered with. Other library use statistics are tallied on scratch sheets by the staff, then compiled on a "Daily Statistics Sheet." Totals are recorded for: circulation of books according to major subject classification; the two most popular subjects circulated in each class; circulation of paperbacks, young adult books, pictures, periodicals, recordings, vertical file material, films, and interlibrary loan; registered borrowers on file and new borrowers added, both military and civilian; attendance; clearence; reference questions received, other than ready reference; bibliographies completed; patrons given readers advisory service; hours of operation; and current numbers of newspaper and magazine subscriptions, records, and hardbound books owned and added. This form is also used as a weekly and monthly recording mechanism. In each case, the daily figures are merely totaled for the reporting period covered.

Processing statistics are compiled on a monthly basis for in-house use via a "Catalog Department Statistics" form.

Personnel data are reported on the "Daily Sick Leave Worksheet and Assigned and Borrowed Personnel Record" (FB Form 19), which records each employee's leave usage, and productive and non-productive hours.

Financial data are maintained by the Library's bookkeeper in accordance with normal accounting practices.

REPORTING AND DISSEMINATION ACTIVITIES

Data recorded on the "Daily Statistics Sheet" are compiled monthly and quarterly and submitted via post Headquarters to the First Army Headquarters. The data are reported on a standard (untitled) form used throughout the Army. This form also requests data on appropriated and nonappropriated funds obligated for different types of materials.

The annual "Personnel Inventory and Appraisal Report" (DA Form 140b) shows total personnel, monthly man-hours and man-months worked, and workload per person. This report is also sent to the First Army through post Headquarters.

The annual report of "Special Services Activities" (DA Form 282), required by the Adjutant General, includes such library data as funds expended for civilian personnel and supplies; civilian and military personnel complement; library facilities; books, newspaper and magazine subscriptions, and AV material available; and books added to the collection.

U.S. DEPARTMENT OF THE ARMY

EQUIPMENT USED

No data processing or computer equipment is used in preparing any of the library's statistics.

DIFFICULTIES ENCOUNTERED

The major problem identified is the amount of time required to perform the various data gathering activities. Another problem is the difficulty in maintaining consistency in the reader advisory service statistics, due to disagreement among personnel as to what constitutes a unit of service.

FUTURE PLANS

The library has no plans for changing its current data gathering and statistical reporting activities. Any changes that do occur would be initiated by the Department of the Army or by the First Army Headquarters.

U.S. ENVIRONMENTAL PROTECTION AGENCY
Air Pollution Technical Information Center
Research Triangle Park NC 27711

INTRODUCTORY NOTE

The Air Pollution Control Technical Information Center (APTIC) is a section of the Control Agency Procedures Branch, Applied Technology Division, Stationary Source Pollution Control Program of the Environmental Protection Agency. One of its major functions is the publication of an abstract journal covering all facets of air pollution. The journal, Air Pollution Abstracts, contains about nine thousand items per year taken from the journal literature, technical reports, contract reports, and monographs. An official statement of APTIC's functional responsibilities is as follows: "(1) Design and implement activities that provide continuous and adequate informational support to state and local air pollution control agencies; (2) prepare and disseminate critical monographs and state-of-the-art documents based on information available in the information systems and international literature sources; (3) assist state and local agencies in developing effective information procedures that meet technological requirements; (4) provide general inquiry services on request; and (5) provide continuous and periodic bulletins and informational abstracts."

INTERVIEWEES

Fred Renner, Deputy Chief, Control Agency Procedures Branch
Peter Halpin, Chief, Technical Information Service Section

REASONS FOR COLLECTION

Information regarding the number and status of literature searches enables the Section Chief to maintain control of the backlog of search requests. Other statistics, such as inquiries and services, not only assist in the overall management of the program but also are used in justifying budget requests.

INFORMATION COLLECTED

Data are collected in the general categories of technical literature searches, technical publications inquiries, and abstract journal preparation. The data regarding literature searches include: search backlog from the previous week, search requests received during the current week, searches submitted to the computer, searches mailed out, and total search backlog. Data regarding the publication of the abstract journal are gathered along with the normal computer processing involved in the publication itself.

Statistics on the technical publications inquiries include: number of inquiries received, microfiche duplicated, backlog of requests, articles Xeroxed, documents distributed, and documents filed.

Although statistics of reference library activity were previously collected by APTIC, current reorganization will remove this service from the Center's jurisdiction.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Statistics concerning literature searches are compiled on a weekly basis by means of manually counting the activity's documentation. Each search request is recorded on a piece of paper, and is filed and refiled at each processing stage. The weekly "Literature Searches" form records data on backlog, requests, and searches submitted to the computer and mailed out. These weekly data are totaled monthly.

Technical publications inquiries are recorded and filed as they are received, and are counted on a monthly basis by source and status. The monthly data concerning the abstract journal are compiled by computer as a by-product of text preparation.

REPORTING AND DISSEMINATION ACTIVITIES

The weekly "Literature Searches" report is retained in the Technical Information Service Section for use by the Section Chief. Totals for literature searches and technical publications inquiries are submitted by the Section to the Chief of the Control Agency Procedures Branch via the "Monthly Report." These data may find their way into other reporting instruments. For instance, the report of "Program Activities" of the Control Agency Procedures Branch for the fiscal years 1972-74 contains information on staff and budgeting of the Technical Information Section as well as a summary of services provided, including quantitative information on the volume of work. This information is useful for supporting the Branch's budgetary requests.

EQUIPMENT USED

The data base for the Center is maintained on an IBM 360/50 computer. The information to be published in the current abstract journal is retrieved from this data base and put on magnetic tape. The tape is then forwarded to the U.S. Government Printing Office where copy is generated by means of a Linotron machine.

U.S. ENVIRONMENTAL PROTECTION AGENCY

DIFFICULTIES ENCOUNTERED

The interviewees were not aware of any major problems in the data gathering or statistical area, but they did note that there is a variation in the quality of the data depending on the individual who collects them.

FUTURE PLANS

There are no firm plans for changing the current data gathering and statistical activities. However, there is a possibility that these activities will be altered after the current reorganization has been completed.

U.S. OFFICE OF MANAGEMENT AND BUDGET

Library
New Executive Office Building
17th and Pennsylvania Avenue, N.W.
Washington DC 20503

INTRODUCTORY NOTE

The Office of Management and Budget is a constituent unit of the Executive Office of the President. The Library collection of approximately 127,000 volumes emphasizes government organization, operations, and programs, as well as the role of the President and the Presidential office. Special collections include federal budget documents, Congressional hearings on appropriation bills, various legislative and administrative histories, and materials on state, local, and foreign government administration.

INTERVIEWEE

Elisabeth S. Knauff, Librarian

REASONS FOR COLLECTION

Statistics are collected to justify expenditures, to identify the audience and determine how they use the Library, to aid in the acquisitions process by identifying areas of interest and heavy use, and to analyze and project staff workloads.

INFORMATION COLLECTED

The OMB Library maintains statistics and records in four general areas: reference services, technical services, finances, and use, including circulation and interlibrary loan.

Reference data include the kind of question asked--e.g., directory-type, legislative data, biographical information--and the reference level of the question, i.e., ready-reference, research, or research-in-depth. Statistics are also kept on the number of bibliographies compiled.

Technical services information includes data on cataloging, classification and processing operations, such as new subject headings assigned, items cataloged either originally or with LC copy, expansions made to the LC classification tables, items removed from the collection, cards prepared, and cards removed from the catalog, either permanently or temporarily.

U.S. OFFICE OF MANAGEMENT AND BUDGET

Financial data are maintained for obligations and expenditures, including specific items bought for staff use.

Circulation statistics include items charged to OMB personnel, interlibrary loan statistics include items both loaned and borrowed, and use statistics include the number of non-agency visitors to the Library. The Library has felt no need to date to collect information on whom they lend to (either personal names or names of other agencies, departments, etc.). Also, OMB staff who use the Library are not asked to sign in, and thus are not recorded in the usage statistics.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Reference inquiries are recorded as they occur on a form kept at the reference desk. The form, applicable to primary users of the Library (OMB employees, and employees from neighboring Executive offices) as well as to independent users, accounts for the kind of question asked and for the reference level of the question. Reference level is based on the following standard: up to 15 minutes, ready reference; more than 15 minutes, research; more than 3 hours, research-in-depth. Independent use--by patrons who do not request assistance--is also recorded on this form. Reference inquiries are compiled on a monthly basis. The number of bibliographies prepared is counted irregularly, i.e., when deemed necessary or useful, by means of counting the shelf list cards.

Technical processes operations are tallied by the Catalog Section on a "Daily Statistics Record" kept by each staff member of the unit. This form also provides for employee indication of how many hours were worked. The form has three major sections: cataloging (items), card preparation, and [other] classification and cataloging services. The data are compiled monthly.

Financial statistics, maintained in a notebook, record obligations made and cleared, specific items bought for staff use, and a separate accounting for monographs, serials, and periodicals. These data are compiled monthly, quarterly, and annually.

Circulation statistics are collected by counting the number of cards charged once a week--on a different day each week--and averaging the count for a monthly total. Interlibrary loans are recorded annually, by means of counting the number of loan forms both made out and received from other libraries. The number of visitors from outside the agency, recorded in a guest book, is tabulated semiannually and annually.

REPORTING AND DISSEMINATION ACTIVITIES

Library statistics are submitted in the form of a work report to the Assistant to the OMB Director for Administration. There are no other reporting channels or mechanisms.

U.S. OFFICE OF MANAGEMENT AND BUDGET

EQUIPMENT USED

No data processing or computer equipment is used to collect or process library statistics.

DIFFICULTIES ENCOUNTERED

The Library reports that data are never specific enough. For instance, there is no accurate method of measuring time spent on processing, reference work, or bibliography compilation.

FUTURE PLANS

Other than the planned revision of the reference record form, no changes regarding statistics collection have been considered.

UNIVERSITY OF PITTSBURGH
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCES
Library
Pittsburgh PA 15213

INTRODUCTORY NOTE

Established in 1962 when the graduate library program was transferred from the Carnegie-Mellon University to the University of Pittsburgh, the library of the Graduate School of Library and Information Sciences (GSLIS) has holdings of approximately 15,000 volumes, with special collections in the fields of bibliography, typography, and children's literature. The Library is a non-system library--administratively independent of the University's Hillman Library and processing system although a user of its services. The GSLIS Library is associated with the library school's International Library Information Center.

INTERVIEWEES

Jean Kindlin, Librarian
(Mr.) Fasi Huddin, Assistant Librarian

REASONS FOR COLLECTION

Data are collected in order to complete the Library's annual report to the Dean and the University, to have data available for assessing the workload and efficiency of the Library, and to stay within the allotted budget. Reference inquiries are recorded for the future use of the staff and for possible use in a cost study of services provided. Photocopy data are recorded and forwarded for accounting purposes. The dated record of items ordered and processed through the Hillman Library is used to monitor the amount of time required to receive material through the system.

INFORMATION COLLECTED

Data concern processing, circulation and interlibrary loan, reference, finance, photocopying, and personnel.

Processing data consist of items ordered and received through the Hillman system; items cataloged by GSLIS for itself and for the International Library Information Center; items bound; and card work performed. In addition to circulation and interlibrary loan of books, library use data include the number of patrons using the library facility. Reference statistics consist of unusual research questions received or bibliographies prepared. Financial data include records of funds encumbered and disbursed. Photocopying data consist of items produced for members of the University community and for outside use through interlibrary loan. Aside from quantitative reports of positions filled and vacant, personnel records are limited to hours worked.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data concerning material ordered and cataloged through the Hillman system are kept in the form of filed order request slips, indicating the date on which the order was submitted as a means of checking the time required for a transaction to be completed. Since the Hillman Library will order all but children's books and will catalog all adult materials except government documents, added copies and continuations, GSLIS adds Hillman processing statistics to its own cataloging data in order to determine growth of the collection.

GSLIS cataloging statistics, compiled monthly by the cataloger on a reporting form, include new titles added by original cataloging and by L.C. cataloging; volumes added; continuations; added copies; titles and volumes reclassified; microfilm, microfiche, and microcards added; withdrawals; vertical file additions; and cataloging for the International Library Information Center.

Binding statistics are compiled annually by counting packing slips enclosed with material received. The processing clerk reports via the monthly card work statistics sheet, indicating regular and juvenile catalog cards typed in full, supplied with headings, marked by temporary slips, and corrected; cards filed in the public catalog by inches, in the shelflist, and in the file of order slips; card sets xeroxed; and vertical file items processed.

Workers at the circulation desk keep tallies on the daily "Circulation Statistics" sheet for items circulated and patrons present. Daily library hours are divided into four blocks, during which student and faculty use of reserve books, 3-week books, and overnight books are scored. Once an hour, attendance is counted. Both circulation and room use are totaled at the end of the day. Interlibrary loan statistics are compiled by counting filed forms, annually or by request. A list is made of lengthy or unusual reference questions received and of bibliographies prepared, as the occasions arise.

On a monthly basis, the Dean's office supplies the Library with a report of funds expended or encumbered for materials, supplies, salaries, etc. The Hillman Library provides a weekly statement of disbursements.

The number of photocopies made is tallied monthly, and forwarded to the Hillman Library to be charged to the appropriate accounts. Photocopies made for interlibrary loan transactions are evident from the filed loan forms.

Library staff members sign daily time sheets, which are compiled for monthly totals of hours worked. University-wide personnel data consist of weekly time and leave sheets.

REPORTING AND DISSEMINATION ACTIVITIES

The Library reports directly to the Dean of the Graduate School of Library and Information Sciences on budgetary matters. Most statistical data are reported annually to the Director of University Libraries. Information requested includes weekly hours of service, incoming and outgoing interlibrary loans, number of staff members by type of position, vacant positions, operating expenditures, FTE staff salary ranges by type of position, and additions, withdrawals, and balance of volumes, periodicals, microforms, government documents, and other media.

EQUIPMENT USED

GSLIS Library does not use any data processing or computer equipment in regard to its statistical activities.

DIFFICULTIES ENCOUNTERED

At the present time, no difficulties are encountered in statistics work. However, in the past, the Library did have trouble reconciling its records of items added with those processed by the Hillman system, because of the substantial lapse between the time an item was counted by Hillman and the time it was actually received by GSLIS.

FUTURE PLANS

The GSLIS Library is considering issuing an annual report this year, in addition to the statistics requested by the Director of Libraries. Since the Library has had its staff cut and did not receive a budget increase, it hopes that an additional record of work accomplished will give a more accurate picture of its needs. Among items to be included are the reference and bibliography topics now being compiled, records of meetings and conferences attended, continuing education activities of the staff, growth of the facility, and information on special collections. The GSLIS Library hopes to exchange its report for those of other libraries.

The GSLIS Library will be the headquarters for a planned union list of serials held by accredited library schools in the United States, to be directed by the Librarian. Statistical activities will involve compiling current holdings, and updating the published list periodically.

UNIVERSITY OF PITTSBURGH
Knowledge Availability Systems Center
Pittsburgh PA 15213

INTRODUCTORY NOTE

The Knowledge Availability Systems Center is a nonprofit, computerized information service associated with the University of Pittsburgh. Founded in 1962 as a NASA Regional Dissemination Center, KASC now searches five computer tape indexes of document collections to identify scientific and technical data of interest to its clients. It has the capability of examining each record in such indexes as Chemical Abstracts Condensates, and comparing them to clients' interest profiles. Both retrospective and current awareness searches are available.

INTERVIEWEE

Guy McGee, Manager of Technical Operations

REASONS FOR COLLECTION

Data on the Center's operation are required for contract reports to NASA, and indirectly to the University. Within the Center, statistics are considered to be a measure of its effectiveness in serving a client, and of its efficiency. Management is concerned with satisfying clients, ideally at no cost to them or to the Center.

It is hoped that data collected by the Center will eventually be of use in proving to other institutions the need for such automated information services. The Center offers services which should be offered by libraries, but which cannot be performed at no cost. Likewise, potential producers of tapes do not know if the cost of production would ever be recovered. Existing tape files are produced as by-products of other work. For instance, NASA must index its document collection in order not to duplicate research efforts, and Chemical Abstracts requires a tape to produce its published index. KASC data may serve as a market survey, to demonstrate the need for similar information services.

INFORMATION COLLECTED

Data are of two types: measures of service, and evaluation of the system. Within the first category are data concerning the number of clients per specific service, i.e., NASA, CA; the basis of service, i.e., retrospective or current awareness; the number of documents cited per search; the number of citations that are relevant to the user's profile; the number of citations which are relevant in the user's opinion; and the number of document copies ordered. The ultimate measure of service can be considered to be the number of clients who return for additional service, or the Center's income.

System evaluation data include the number of computer runs per quantity of clients, in relation to the kind of service; the amount of computer usage, i.e., the number of minutes per run; the time study of the performance of various functions within the flow of work, or labor costs; and the cost of materials consumed.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are collected whenever a search is performed; consequently, frequency depends on the search mode. Retrospective search data are compiled on the occasion of a search, whereas current awareness data are usually compiled on the search's recurring schedule, e.g., monthly. Data compiled on a card for each search by the Center include the question, search period, and client; the number of items retrieved; and the number of items forwarded, i.e., relevant items. Subsequently, the client evaluates the results of the search on a similar card, indicating the number of citations received that were related to the request, the number not related, the number not evaluated, and the number remaining; as well as the number of document copies ordered as a result of the search, whether hard copy or microfiche. Data from these two cards are keypunched for machine tallying.

If a client requests the Center to provide copy relating to the references it retrieves, another set of data is collected. Data pertaining to a specific document request are taken directly from the request and keypunched by a clerical employee onto an 80-column card for machine tallying. Punched data include the document's accession number, the number of the profile that selected it, the type of search performed, the organization number, and the date received. Data added manually to the card indicate the method of obtaining the document, i.e., loan, purchase, or available in house; whether it was provided as hard copy or microfiche; the Center's code for the document's source; the type of copy provided to the client, i.e., whether it was reproduced, loaned or sent outright; the type of reproduction machine used; the number of pages of the original and of the copy; the price, i.e., cost of the document and postage; and the date mailed out. Although these data are routinely recorded and stored, they are not presently analyzed, except for postage and cost figures.

REPORTING AND DISSEMINATION ACTIVITIES

Quarterly and annual contract reports are made to NASA. Data are not reported separately to the University; the NASA reports are sufficient. Statistics are rarely reported to clients, although the Center would consider reporting if it would be useful as a sales tool.

UNIVERSITY OF PITTSBURGH
KNOWLEDGE AVAILABILITY SYSTEMS CENTER

EQUIPMENT USED

The Center uses the University's computer facility to process its searches and to compile statistics as a by-product. The University recently replaced an IBM 360/50 by a deck PDP 10, to which the Center will provide the greatest number of batch processing jobs.

DIFFICULTIES ENCOUNTERED

The greatest difficulty encountered in collecting and analyzing statistics is the amount of time required. Since the Center uses the University's computer and takes second place to academic jobs, it cannot use the machine to the greatest advantage in data collecting. Furthermore, since the University controls the computer, any changes made by it must be adopted by the Center. The change from the IBM to the PDP computer necessitated new routines, and some old tallying procedures have been abandoned for an indefinite period. The number of man hours required to accumulate data manually, and therefore the cost, is the ultimate factor in deciding what data will be collected.

When data can be collected as work progresses, the cost of collecting them is negligible; but any substantial analysis runs into costs that cannot be built into the service charge. For instance, the Center would like to record data on the effective number of terms per profile, but is prevented by the costly amount of manual work that would be required.

These difficulties are related to the general problem of measuring the intangible value of an information service against its cost to the user.

FUTURE PLANS

The Center plans to study time lapses in its activities by using job tickets to accompany search requests, noting the time required to perform line functions of service.

Any new collections of documents will require new data collecting activities. Although it is considered useless to repeat certain studies after good average figures have been established, such as the number of terms used for a certain kind of search, each collection is unique. In areas where no base figures have been determined and cost is prohibitive, such as the number of terms per profile and the number of index terms per document, the Center hopes that data will eventually be compiled in a student's thesis.

WASHINGTON STATE LIBRARY
State Library Building
Olympia WA 98501

INTRODUCTORY NOTE

Founded in 1853, the Washington State Library provides services to state officials, state employees, and legislators, in addition to serving as the state's library extension agency. The Library's holdings approximate 750,000 volumes. Among its responsibilities are institutional library services, and administration of the Washington State Film Circuit.

INTERVIEWEES

Maryan Reynolds, Director
Charlotte Wood, Administrative Officer
Gene Bismuti, Head of Reader Services
Jacqueline Rudden, Head of Technical Services
Dorothy Cutler, Head of Library Development
William Scholz, Research Assistant

REASONS FOR COLLECTION

In general, data are collected for budgetary reasons, as a means of projecting costs for the coming year; for management purposes, such as checks on workload and performance; and for reporting reasons. In regard to specific types of data, acquisitions figures are used to compare what the Library receives with what is available, e.g., publishers' output, and photocopying data are used to justify to the State Purchasing Department the Library's acquiring a double-page copier. Circulation data are considered by the state government, although not by the Library, to be indicators of the agency's workload. Data regarding specific services are collected for financial reasons: Film Circuit records are maintained in order to bill the cooperating public libraries for administrative costs; and services provided to the State Highways Department are reimbursable.

INFORMATION COLLECTED

Data are collected in the areas of reader services, Film Circuit administration, technical services, library development and institutional library services, equipment, personnel, and finance.

Reader services data include headquarters and branch circulation, reference requests, requests for material forwarded elsewhere by the State Library, Washington Room (special collection) statistics, and photocopying records. Circulation statistics include data on books and documents; reference requests are categorized by source of request and by method received (mail, phone, or in person); requests for materials specify source of request, type of request, and location to which requests are forwarded (Pacific Northwest Bibliographic Center, the University of Washington Medical Library, or other); and photocopying data indicate number of pages and copies, and special copying features (light original, two-sided original, or legal size paper). The Washington Room statistics include data on reference questions, lecture tours, and such information as index cards typed and filed, and items (books, pamphlets, clippings) processed.

Film Circuit data include booking records, film showings, condition of films, preview assignments and action, acquisitions, handling statistics, and inventory records.

Technical services information includes book stock additions; audio-visual and microfilm acquisitions; serials additions and withdrawals; outgoing mail totals; and technical services cost accounting time records.

Professional staff activities are recorded by the Library Development section. Data for the institutional branches include records of services provided, and periodicals received and requested.

Equipment records consist of items purchased, items serviced and repaired, and a projector light bulb inventory.

Personnel and financial data are requested of all state agencies. The former include personnel actions and the personnel complement required per program. The latter can be loosely categorized as data pertaining to expenditures, allotments, purchase requisitions, budget, and payroll transactions.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

READER SERVICES

A monthly "Workload Statistics--Reference Requests" sheet, containing weekly totals, is compiled by individual reference staff members. Data on requests for materials are tallied on two forms: daily and weekly on an "Incoming Mail Requests" form, and, on a daily basis throughout the month and compiled annually, on a "Requests Forwarded by State Library" form.

Circulation of books and documents is posted daily in a commercially-available "Circulation Record Book." The form in this book has been adopted for State Library purposes. A separate, biennial circulation chart consists of each year's monthly totals for books categorized by method of loan, and for all documents. The circulation count is supplemented by the "Xerox 4000 Daily Log Sheet," which records photocopy use.

Washington Room data are tallied daily on a calendar and are compiled via the "Workload Statistics--Reference Requests" form detailed above. Other data are recorded on a monthly "Washington Room Statistics" form.

FILM CIRCUIT

Film Circuit data are compiled by the State Library on the basis of information reported by the Circuit members. When a member library loans a film, the borrower is requested to complete a "Film Attendance Report," specifying the county in which the showing took place, the type of audience, the number of times shown, and the total audience. From these data, the libraries prepare a "Monthly Film Report" (general totals only, by title) and a "Monthly Film Report Supplement" (specifics of each title showing). From these reports, the State Library compiles annual "Attendance Reports" for each film title. The Library also maintains a booking card for each film, marking use dates and tallying unfilled requests each month. General film circulation--items in and items out--is posted daily and totaled weekly and monthly for the entire fiscal year.

The monthly film "Preview Assignments" sheet records daily assignments at each location. For each film a card is completed including such data as physical condition, recommendations, and action, e.g., withdraw, replace, repair, destroy, etc. Various other reports of film condition are made.

Films are inventoried on an untitled form which records the number of units--cases, cans, reels, etc.--on hand for each month of the year, and the total number purchased.

Film handling statistics are recorded daily by individuals and compiled monthly. Tasks include inspection work, such as checking repairs, damage, and new Circuit material; mailing, including packing and unpacking; and other jobs. Daily and monthly totals for these categories are posted for each individual on an annual record (WSL 6-72 5C).

Films are acquired for the Circuit after an annual ballot of members, on which each lists in order of preference the titles it wishes purchased and the cost of each. From analysis of the ballots, the "WLFC Preference Selection List" is compiled, listing the films to be acquired. Every year, the previous year's selections are evaluated via the "Use Analysis of Films Selected for Purchase." Each title's position on the old preference list is noted, along with the date each print was added to the Circuit, and the average number of showings since that time. This analysis is also useful for determining the need for duplicates.

TECHNICAL SERVICES

Technical services statistics, particularly in the area of book stock, are well defined. Instructions regarding "TSD Statistics" define new titles, duplicates, and physical volumes, and give detailed tallying examples.

WASHINGTON STATE LIBRARY

"WSL Book Stock Statistics--Additions" records monthly totals of these additions to the main collection and the Washington Room collection according to medium, e.g., books, documents, filmstrips, maps, microfilm reels, phonorecords, slides, etc. Book additions are further categorized by classification.

Every Technical Services and Development employee fills out a weekly "Cost Accounting Report." The code number representing each process is noted, along with daily time spent on the process, including work and break time. Typical coded processes include acquisitions, catalog input, catalog card maintenance, pasting, processing, and technical development. Based on this time sheet, a computer produces semiannual and annual analyses of processing costs.

The Library's Serials Section compiles monthly data on titles and subscriptions added and cancelled. Each addition or cancellation is recorded by date on separate sheets for serials, newspapers, newspapers on microfilm, items acquired for the Highways Department, and items for other state agencies. These data are cumulated annually.

On a monthly basis, the Shipping Room completes a record of "Outgoing Mail." Data consist of daily totals of letters, packages, films, and documents and special mail sent out. Cumulated annually, these figures indicate the area's daily workload, and make any irregularities apparent.

LIBRARY DEVELOPMENT AND INSTITUTIONAL SERVICES

Data regarding services offered by the Library Development Department consist of the number of activities in which staff members were involved. Statistics, compiled by individual employees on the "Monthly Activities--Professional Staff" form (WSL 200) concern building planning, collection reorganization, general visits, governmental consultations, meetings and talks, public communications, recruitment, reports (state, federal, local, and statistical), surveys, and workshops and conferences.

WSL Institutional Library Services are comprised of branch libraries located in mental, penal, and correctional institutions and in institutions for juveniles and for the handicapped. The monthly "Services Activities Report" includes circulation of materials both within the institution and via interlibrary loans; reference transactions, bibliographies, and photocopies; incoming interlibrary loans of books, journal articles, subject requests, and other materials received from both the main Library and other sources; library orientations; meetings and talks; films shown and audience sizes; letters and packages mailed; and narrative reports of special activities. These monthly data are tabulated for the fiscal year on the institutions' "Statistics" sheets. Data are also maintained annually by the branches on their collection size, including books, periodicals, and non-book materials. Annually, each branch submits a "Periodical Subscriptions for Branches" sheet, listing for each title received the status of the requested subscription (standing order, renew, add, drop, or route) and the price. A "Periodical Want List" is also submitted.

EQUIPMENT

Equipment statistics are recorded by the State Library on a monthly basis. The "Equipment Service and Repair" sheet notes units serviced and repaired for each type of equipment. An untitled annual form is used to inventory monthly totals of bulbs on hand, and what they are used in, according to type of bulb or bulb number. Batteries are also inventoried. Although equipment as such is not inventoried by the Library, each piece purchased is reported to the State Department of General Administration, which then conducts its own inventories. Each state agency submits a "Receiver's Report" (S.F. No. 6826-A) for items of equipment to the Supervisor of Purchasing, and affixes to each item an assigned state equipment identification number.

PERSONNEL AND FINANCES

Personnel and financial statistics kept by the Library are those required of all state agencies; none are peculiar to the Library. Since the state has an automated merit system, each personnel action is reported via the "Personnel Action Form" (SF 115) to the Department of Personnel, which also receives data gathered by the "Classification Questionnaire" (Form 15-D) on request. A statement of "Individual Health Insurance Payments" (Form A42) is compiled for the Library's staff. The "Employment and Payroll Report" (SF-294) is submitted monthly to the Department of Employment Security.

The Library's financial data follow standard state bookkeeping procedures. Among the general credit/debit records kept are: (1) "Report of Accruals and Encumbrances" (A 23-4), maintained on a monthly basis for the Central Budget Agency; (2) "Journal Voucher" (A 7), explaining transactions entered in the general and subsidiary ledgers as they occur; as well as the standard transactions posted in (3) "General Ledger" (A 9); (4) "Revenue Ledger" (A 13); (5) "Allotment and Expenditure Ledger" (A 10-1); and (6) "Program Expenditure Ledger" (A11-1).

Data on funds available through receipts and allotments are maintained on the following forms: (1) "Cash Receipts Journal Summary" (A 8), prepared at the time of each deposit; (2) "Estimated Receipts" (B 23), recording monthly totals by source; (3) "Allotment Summary" (B 16), prepared for the biennium for the entire agency; (4) "Program Allotment" (B 15), prepared for each program within the agency for the biennium; (5) "Program Personnel Detail" (B 17), indicating man years and positions allotted each program for the biennium; (6) "Estimate of Allotment Charges" (B 14), reporting monthly totals of charges against funds by source; and (7) "Request for Amendment of Allotment" (B 20), submitted to indicate increases or decreases in monthly program expenditures by fund and by appropriation.

The Library's expenditures are recorded as warrants (checks) written and as vouchers (payments) issued. Various requisitions, such as the "Purchase Requisition" (A-15), "Printing Requisition" (A-21), and "Field Order" (A 17-1) permit the agency to encumber funds, particularly in large amounts. The "Warrant Register" (A 1) lists each warrant issued and details the fund charged, program, object, and amount, in order to certify that vouchers are properly charged and are within the agency's allotment. The "Invoice Voucher" (A 19) and the "Voucher Distribution" (A 19-2) account for individual payments. The "Travel Expense Voucher" (A 20) is accompanied by a "Travel Expense Advance" request (A 20-1), and a "Travel Authorization" (A 40).

Serial subscription expenditures are compiled on a quarterly basis. Expenditures by date are recorded for new titles, renewals, back issues, newspapers, and microfilm, on a separate sheet each for the State Library, the Library's institutional branches, and the Highways Department.

The State Library prepares a biennial budget according to the comprehensive "Planning and Budget Instructions" issued by the Governor and his Office of Program Planning and Fiscal Management. Among the forms included in the "Biennial Budget Estimates" completed by the Library are: (1) "General Justification Material" (B 1); (2) "Fund Summary--Operating Capital" (B 2); (3) "Agency Budget Summary" (B 4); (4) "Operating Program Budget" (B 5); (5) "Analysis of Expenditure Level Within Program/Activity/Budget" (B 5-1); (6) "Detail of Salaries and Wages" (B 6); (7) "Workload and Expenditure Detail" (B 7); and (8) "Agency Revenues" (B 9). On a monthly basis, the Library prepares a "Budget Status Report" (A-23).

REPORTING AND DISSEMINATION ACTIVITIES

The Library reports to the State Library Commission the information contained in its biennial budget. In response to specific questions, the Library reports to the State Legislature as necessary. No annual report is prepared; therefore statistics are not generally available to the public or to interested agencies.

Within the Library, the institutional library branches submit an "Annual Report," including data on personnel, holdings, circulation, reference, photocopies, interlibrary loans, films, orientations, meetings, and bibliographies prepared.

The Film Circuit reports data on showings and attendance to outside sources of films. For instance, the Library completes the "Attendance Report--U.S. Bureau of Mines Motion Pictures" and the "Form for Reporting Showing of Department of Agriculture Motion Pictures by Cooperating Film Libraries." It also submits typed reports to other film sources, such as the Western Electric Company, Inc.

EQUIPMENT USED

For those of its data which are automated, such as technical services cost accounting records, the State Library buys time on the state's central computer. At the present time, only cost data and other fiscal records are computerized.

DIFFICULTIES ENCOUNTERED

In general, problems arise because of some inaccuracy in most areas, with the exception of fiscal statistics. There is also a lack of accurate quantitative guidelines for the compilation of workload statistics. The Library finds that it does not presently have the kinds of statistics that it needs, nor can it compile them manually. However, when the computer bank is more complete, the Library hopes to expand its activities.

A problem is encountered in collecting data on holdings and additions of newspapers on microfilm, an area which "is nebulous and [for which] the statistics are not at all firm." For instance, if a current subscription is also acquired on microfilm, it could possibly be considered either a new title or an added copy.

FUTURE PLANS

The Library plans to improve its general statistical records by developing an enlarged data bank. It also hopes to achieve an integration and analysis of data that are now separated. The area of Technical Services plans to alter the forms used in data gathering, particularly in respect to serials. Although the Library Development area is considering changes, no plans have been made. Future financial records of warrants, vouchers, and payroll transactions will be maintained on a quarterly basis.

WASHINGTON STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional/Curriculum Library
Old Capitol Building
Olympia WA 98504

INTRODUCTORY NOTE

The Professional/Curriculum Library of the Superintendent's Office is a facility established to serve the immediate needs of the state department of education and its headquarters employees, most particularly those in the research area. The holdings of this collection number approximately 5,000 books and 1,000 other professional items, such as reports and curriculum guides.

INTERVIEWEES

Alan Metcalfe, Director of Research, Division of Curriculum and Instruction
Ruth Crowley, Library Technician

REASONS FOR COLLECTION

Statistics and data are collected primarily for the purpose of assessing the effectiveness of the contract for ERIC retrieval information into which the Office has entered. Related reasons are for gathering information to justify other services of a similar nature, and for obtaining user feedback on the services offered, so as to aid the department's role as an "information broker."

INFORMATION COLLECTED

The Library serves as an ERIC retrieval unit for the State Office, which has a contract with the Northern Colorado Educational Board of Cooperative Services, located in Boulder, Colorado. As part of this arrangement, the Library collects statistics on the services and products provided by the Board's Information Retrieval Center. These services and products include computerized searches, current awareness profiles, packets of educational topic materials, and individualized searches in depth.

The Library keeps a record of the number of requests, the type of request (i.e., what service or product), and the type and subtype of requesters (administrators and teachers). These data are supplemented by information received from the Boulder Center on the subject nature of requests, and types of profiles sent.

The Library also maintains statistics connected with use of its microfiche reader printer. Statistics include the number of requests for duplication, the number of fiches duplicated, the cost of duplication, and the amount of time spent in duplicating the fiche.

Various other data are available in raw form, but, except for special purpose ad hoc reasons, these are not recorded or tabulated on a regular basis. For example, circulation data are available via the chargeout cards completed at the time of a transaction. Also, data are obtainable from the various purchase orders completed for requisition of library materials.

A recently-instituted new accounting system for the department will make it possible to identify items by object of expenditure. The specific budget items, each with its own code number, are included under seven general categories: salaries and wages, personal service contracts, goods and services, travel, equipment, employee benefits, and grants and subsidies.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

ERIC search data are tabulated via tallies of requests received by the Library and via forms completed for forwarding to the Boulder facility. Simple tallies of microfiche operations are recorded as these occur. Statistics are not compiled on any regular time basis.

As mentioned, the Library also receives data from the Retrieval Center. These data are tabulations of requests and responses. These tabulations include a listing of responses to the evaluation form forwarded by the Retrieval Center to each of its customers.

REPORTING AND DISSEMINATION ACTIVITIES

Data are reported on an informal basis to the Director of Curriculum and Development Section and thence to the Assistant Director for Curriculum and Instruction. Statistical compilations and reports are prepared on demand.

EQUIPMENT USED

The recently-initiated accounting system is computerized, and periodic printouts of expenditures will be forthcoming. Other than this, no data processing or computer equipment is used by the Library for its statistical activities.

DIFFICULTIES ENCOUNTERED

The Library has not met with any problems in its data gathering or statistical activities.

FUTURE PLANS

The Library does not have any firm plans at this time for changes in its statistical activities. However, the Library's overall operation, services, and activities are now being reviewed. This review will last approximately six months, and special attention will be given to an evaluation of what the Library can or should be, and what it should do. Together with this evaluation, consideration will be given to pertinent statistical recording and data gathering activities.

WESTCHESTER LIBRARY SYSTEM
285 Central Avenue
White Plains NY 10606

INTRODUCTORY NOTE

Founded in 1958, the Westchester Library System (WLS) provides cooperative services to the 38 nonconsolidated public libraries in Westchester County, N.Y., in the areas of: book selection, ordering, and processing; in-service staff training; audiovisual services; reciprocal borrowers' privileges; and interlibrary loan, union catalog, and delivery services. The System is chartered by the State Board of Regents, supported by state funds, and governed by a Board of Trustees elected by the autonomous member libraries. It makes combined resources of over 3 million items available to a population exceeding 875,000.

INTERVIEWEES

Laurence G. Hill, Director
Loretta M. Winkler, Assistant Director/Administration
Eugene L. Mittelgluck, Adult Services Consultant

REASONS FOR COLLECTION

System statistics are collected for purposes of comparison, cost accounting, reimbursing members, and reporting. Technical services and Union Catalog data are used to determine cost per unit. Use counts are made in order to determine patterns of use, and to reimburse members accordingly. Reports are also required by state regulation, since the System is supported by state tax funds and by LSCA grants.

INFORMATION COLLECTED

WLS collects data on personnel, trustees, collections, library use, the union catalog, technical services, public services, delivery service, and finance. For each member library, the Westchester Library System Directory compiles information on trustees, staff, Friends of the Library, branches, hours and holidays, population served, special collections, microform equipment, and availability of photocopiers. In addition, members are surveyed as to salaries offered, work week and leave policies, loan and renewal policies, and fine rates.

Technical services data (i.e., System activities, not individual member activities) include adult and juvenile fiction and nonfiction cataloged, books processed, phonorecords cataloged and processed, order statistics, multilithing totals, and a time analysis for each procedure.

Use statistics include nonresident circulation, A/V circulation, calls and requests received, requests referred to NYSILL, and TWX requests. Union Catalog data concern member library requests; cards contributed by members, exclusive of titles bought through the System; and catalog maintenance statistics. Items supplied by the System delivery service are also tallied.

In the area of public services, children's programs and special group work are recorded.

Financial data include receipts, expenditures, and program and services budget.

COLLECTION METHODS, MECHANISMS, AND FREQUENCY

Data are collected on member libraries and on System internal activities via procedures initiated by both the System and the State. WLS serves as a collection agency for the New York State Division of Library Development reporting forms. WLS distributes the forms to its members, checks their responses, records useful information, and returns the forms to the Division. The System receives collection and resource data by this indirect method.

Information for the System Directory is reported semiannually, with changes in trustee membership reported as they occur. The WLS Salary Survey is also conducted on a semiannual basis, in order to accommodate libraries whose fiscal year ends in June as well as those using calendar year records. Data from each library include hours of the work week, annual and sick leave for professional and clerical employees, paid holidays, insurance and retirement programs, employees' bargaining agent, and salary range for all position categories.

Technical services statistics for the System's centralized processing services are tabulated on a monthly basis. The "Monthly Record of Items Cataloged" records three times a week the number of old and new adult fiction and nonfiction cataloged, the number of juvenile fiction and nonfiction cataloged, and the number of adult and juvenile items recataloged. These data are totalled annually. Phonorecord processing data include the number cataloged, the number of cards and headings typed, the number labelled, and the number distributed. Multilithing statistics, also recorded monthly, include catalog cards, book cards, and pockets typed and duplicated. Processing statistics, with daily totals recorded on monthly sheets, concern items processed for special locations and for all System members, and recordings processed according to format. Data are totalled annually. Records of processing charges for each member are kept monthly as applicable. Order records, logged by dealer and lot number, are totalled monthly. The Technical Services division also keeps a record of work statistics, whereby the minutes spent on particular processing tasks are reported by each worker.

For reimbursement purposes, total nonresident circulation figures are collected annually from each System member. In the past, a simple quantitative cut was made, but in 1972 it was proposed that nonresident circulation be compared to total circulation in order to arrive at a weighting factor for each eligible library, and that nonresident circulation of less than 10% of the total would not be reimbursed. The total grant was to be divided by the total number of weighted units to determine the amount received by each library.

Records of circulation of A/V materials are kept by the New Rochelle Public Library (to which the WLS Audiovisual Services Consultant is attached), and are reported annually to the System.

For participation in NYSILL (New York State Interlibrary Loan network), statistics on TWX requests and the number of requests filled are kept monthly and cumulated annually.

A "Tally Sheet" is kept on member libraries' circulation policies and procedures. Data include the loan period in weeks for both old and new books, the number of renewals permitted, whether renewals are accepted by phone, daily overdue fines charged, and daily charge for rental collections.

The WLS Union Catalog endeavor requires both use and maintenance statistics. The Union Catalog has three member classes: System member libraries which contribute entries for titles not acquired through the System; selected non-System libraries which contribute titles to the Catalog for a $25 charge; and other organizations and libraries which pay a $100 fee to receive location service only. Records of requests handled are kept only for the first class of members, whereas maintenance statistics are kept for both the first and second classes.

The weekly "Union Catalog Statistics--Member Libraries--Tally Sheet" records daily requests received by each member via System and non-System mail and telephone, total books sent to System and non-System locations, total requests not in the Union Catalog, and total requests for reserves, locations, and State or NYSILL material. These data are totalled monthly and annually for the Catalog as a whole.

Union Catalog maintenance statistics for Class I members are recorded on a monthly "Tally Sheet" showing the amount of titles added by each member, and on another sheet showing discards. Class II members' data are recorded the same way on different sheets. All maintenance data are totalled annually by location.

Receipts and expenditures are reported monthly via the "Financial Clerk's Report," compiled from the schedule of bills paid. Amounts budgeted, received or expended during the month and to date, and the balance are listed by account, and totalled. The annual budget indicates the relative costs of the various service programs of the System: administration, technical services, consulting services, Union Catalog, film service, cash grants, federal and state projects, and special funds. Trustees receive a line budget.

System delivery service statistics are kept by member libraries and by participating college libraries. College libraries record the number of items supplied to each WLS member on the "Delivery Service Tally Sheet" (Form 1). WLS members use "Form 2" to record the number of items supplied to each participating college library.

Program statistics are maintained for picture book hours, story hours, film showings, and group work (clubs, classes, etc.). Date, time, and attendance are recorded for each type, as well as brief descriptive information on individual programs.

Additional data include records of the number and kinds of brochures distributed, field reports filled out for reimbursable consultants' visits, and attendance at meetings.

REPORTING AND DISSEMINATION ACTIVITIES

WLS publishes an Annual Report which is sent to member libraries, other systems, Westchester County government organizations, and interested persons, in addition to the System's official reporting obligations to the State Division of Library Development and the System Trustees. The Annual Report contains narrative reports from each service unit of the System, as well as statistical reports, such as for audiovisual services. Data reported for each member library include holdings, circulation, volumes added and withdrawn, interlibrary loan transactions, reference questions, expenditures for library materials, and operating expenditures. The same data are reported for WLS as a whole in addition to data on Union Catalog service, deposit collections, area and population served, per capita expenditures, and WLS Headquarters expenditures.

Annual summary tables are compiled for technical services, including adult and juvenile fiction and nonfiction cataloged, and books and phonorecords processed during the current year and the past year. Union Catalog comparative annual data are tabulated for additions and discards by member and nonmember libraries, and for cards removed and filed. Separate tables are compiled for additions and discards by Class I and Class II members.

The semiannual Salary Survey is distributed in tabular form.

EQUIPMENT USED

With the exception of payroll data, processed by a commercial firm, no data processing or computer equipment is used.

WESTCHESTER LIBRARY SYSTEM

DIFFICULTIES ENCOUNTERED

Statistics collection problems are encountered in obtaining the necessary information from the libraries in the System, and in acquiring accurate data from them. Accuracy is a problem because of confusion about what is being asked on the state and System forms that are used.

Shortcomings arise in data analysis because of inexperience in handling data. Since no rigorous mathematical analysis is involved, results often take the form of educated guesses.

FUTURE PLANS

The Westchester Library System plans to institute statistics on overdue policies and amounts, and on kinds of equipment held by member libraries. An analysis of the delivery load will be performed, as will an examination of the data currently collected on the distribution of published data, i.e., brochures.